



The
WEDDING
Handbook



HPUMC

Welcome!

We are grateful that you have given Highland Park United Methodist Church an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide both the personnel and the setting which will uphold the sacredness of God and magnify the joy that characterizes all Christian worship, most especially the service of Christian marriage.

We will be working diligently to enable you to experience your wedding as a true spiritual celebration. In so doing, we will take seriously your own personalities and experiences, while at the same time maintaining Christian integrity in traditions that have enriched the marriages of countless generations of people who have preceded us.

The opening words of the order of the service of marriage begin “Dearly Beloved, we are gathered here in the sight of God...” We will do our best to enhance the consciousness of God’s presence, both in your minds and in the minds of those who share in the service. The opening statement also contains these words: “to join together this man and this woman in holy matrimony.” These words remind us that each person is an individual with unique needs and feelings. Through listening with concern and providing careful guidance, we hope the way in which we serve you will clearly demonstrate the warmth and caring of the members of this congregation.

At a place called Cana of Galilee, Christ “adorned and beautified” a wedding with His presence. Through our assistance with your wedding, we hope that you and all concerned will experience His Presence again.



Highland Park United Methodist Church
Dallas, Texas

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SCHEDULING OF WEDDINGS

The scheduling of a wedding is arranged by contacting our Wedding Coordinator, **Chelsea Wilderotter** at **214.523.2283** or **weddings@hpumc.org**.

- Weddings are scheduled so as to allow a 3-hour time period between the start of each service. The wedding party may arrive an hour and a half before the scheduled time of the wedding and must be out an hour and a half after the scheduled time.
- Weddings are not scheduled in the Sanctuary and in Cox Chapel at the same time.
- Friday weddings are held at 8:00 p.m. Saturday weddings are held at 1:00 p.m., 4:00 p.m., and 7:00 p.m.



SCHEDULING POLICIES

Tentative dates may be checked by email and can be held for one week.

- Arrangements must be completed and finalized during this one week period by the bride, groom, parents or a responsible party acting on their behalf. This is accomplished by signing a contract. This can be done entirely by email.
- Couples are required to meet with the minister who is performing the ceremony. The number of times to meet shall be determined by the officiating minister. Couples from out of town who are being counseled by their home pastor must submit a letter from the home pastor confirming their counseling sessions.
- Walk-in weddings may be performed by the ministers of our staff. A walk-in wedding is defined as one in which there is no music, no flowers, no reception, no rehearsal, a maximum of ten guests and in which no church staff members are involved except the officiating minister. Walk-in weddings can be held in rooms other than the Sanctuary or Chapel. To schedule a walk-in wedding at HPUMC, please contact the HPUMC staff minister of your choice, or email **Chelsea Wilderotter** at **214.523.2283** or **weddings@hpumc.org** for suggestions.
- No weddings or rehearsals may be scheduled on Sundays or holidays. For an online version of the Wedding Booklet, please go to our website at: **hpumc.org/about-weddings**. To request a wedding date online, please go to our website at: **hpumc.org/wedding-date**.



FACILITIES AVAILABLE

- Sanctuary Capacity: 800
- Cox Chapel Capacity: 180



FALL WEDDINGS

The process of scheduling a wedding date for the fall (including the last week of August, all of September, October and November) is different from scheduling for other times of the year. Because HPUMC is so close to SMU's Ford Stadium, no weddings are booked on "home" dates or on the "open" date on the SMU football schedule. No wedding dates will be booked for fall months until after the official SMU football schedule is confirmed. Confirmation may be as late as April in any given year.



DECEMBER WEDDINGS

Both the Sanctuary and Cox Chapel are decorated beginning with the first Sunday of Advent. Christmas greenery with red ribbon and red poinsettias are used. Once these decorations are in place, they are not to be removed until after the first Sunday in January. Additional floral arrangements are not needed. Please discuss arrangements with our Wedding Coordinator so you will have an understanding of these special decorations.



DEFINITION OF MEMBER

- For purposes of this policy book, "member" can be the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom.
- The term "member" means persons who have been official members for more than a year at the time of scheduling.



MEMBER SCHEDULING

Members of Highland Park United Methodist Church or Munger Place Church may reserve these facilities for weddings as far in advance of the ceremony as they wish. December weddings are open only to members.



DEFINITION OF NON-MEMBER

Non-members are persons who either do not attend HPUMC or MP or who have been official members for less than a year at the time of scheduling.



NON-MEMBER SCHEDULING

Non-members may schedule their weddings not more than six months prior to the ceremony. We do not schedule weddings for non-members during the month of December.



SCHEDULING A WEDDING DATE

Tentative dates may be checked by email with the HPUMC wedding coordinator at **weddings@hpumc.org**, and can be held for one week by members.

Arrangements must be completed and finalized during this one week period by the bride, groom, parents or a responsible party acting on their behalf. The wedding office is open on Tuesdays and Thursdays by appointment only.

Couples are required to meet with the minister who is performing the ceremony. The number of times to meet shall be determined by the officiating minister. Couples from out of town must submit a letter from their home pastor confirming their counseling sessions.

“Walk-in” weddings may be performed by the ministers of our staff. A “Walk-in” wedding is defined as one in which there is no music, no flowers, no reception, no rehearsal, a maximum of ten guests and in which no church staff members are involved except the officiating minister. Walk-in weddings can be held in other rooms at HPUMC, such as Cox parlor, or Storm lounge or the garden area.

No weddings or rehearsals whether for members or nonmembers may be scheduled on Sundays or holidays.



RECEPTIONS

The Great Hall is available for scheduling wedding receptions after 1:00 p.m. weddings ONLY. For information on room setup, please call the Wedding Coordinator at **214.523.2283**.

Our in-house caterer is Preston Hollow Catering. To discuss catering please contact **Joan Thompson** at **214.739.3050** or **catering@phcatering.net**. All catering needs must be handled through Preston Hollow Catering. No outside caterers are allowed.



ESTABLISHED FEES FOR WEDDINGS

Fees for non-members and for those persons who have been members for less than one year at Highland Park United Methodist Church at the time of scheduling are as follows:

- Sanctuary: \$2300
- Cox Chapel: \$2100

For those persons who have been members for a year or more at the time of scheduling, the fees are as follows:

- Sanctuary: \$1500
- Cox Chapel: \$1300

Fees are to be paid at the time completed arrangements are made for the wedding, and no dates will be confirmed without such payment. These fees include the use of the building, the wedding coordinator, the organist, custodial services, and technical services.

The minister's honorarium is not included in the registration fee and should be brought to the rehearsal.



REFUNDING OF FEES

If a couple should have to cancel their wedding, they will receive a refund of fifty percent of fees paid if a letter of cancellation is received by the wedding coordinator, at least ninety days in advance of their scheduled wedding date. This cancellation must be in writing. A verbal cancellation will not be accepted. If wedding is canceled less than ninety days before the wedding, no refund will be given.



OBTAINING THE MARRIAGE LICENSE

How Do I Get A Marriage License?

Marriage licenses are issued and filed at the county level, and marriage registration is primarily a county level function. A couple who intends to be married in Texas must apply in person for a marriage license at a Texas County Clerk's Office. The application for a license must be signed by both the bride and groom in the presence of the county clerk. If this is not possible, any adult or the other applicant may apply on behalf of the absent applicant. (Certain terms must be met. Contact your County Clerk for details) Applications must be filled out and Social Security Numbers and Proof of Age and Identity must be shown. (Certified Birth Certificate, Drivers License). The filing fee for Dallas County is \$81, payable in cash.

Online Applications

Marriage applications may also be started online. Once the application is submitted, the applicants must go to the County Clerk's office to pay the required filing fee and then obtain their license.

Marriage Education Class Discount

As of September 1, 2008, couples who go through the State of Texas approved Marriage Education Class (House Bill 2685) will not have to pay the \$60 State portion of their marriage license fee. They still pay the smaller county portion, which varies by county. For approved Marriage Education Classes, please visit www.togetherintexas.com OR sign up for one of the two classes held at HPUMC – both of which are accredited. Choices are a one-day seminar called the Commit Class lead by Dr. Terry Parsons, or From This Day Forward lead by Rev. Elizabeth Moseley, Rev. Susan Robb and Candace Winslow. Please contact Laura Beagles at beaglesl@hpumc.org for more information.

NOTE: Marriage license applications associated with the approved Marriage Education Class MUST apply at the County Clerk's Office, Renaissance Tower, 1201 Elm Street, Ste. 2100A, Dallas, TX 75270.

A valid form of photo identification, such as a current driver's license, current passport, certified copy of a birth certificate (issued in the past 10 years), or current military identification is required.

Forms of identification cannot be mutilated (for example: torn, taped together or laminated).

Location of Ceremony

Marriage licenses issued in the State of Texas can be used for ceremonies in other states.

Please contact your out-of-state officiant before applying for a marriage license. Please keep in mind your license will be recorded only in the county and state in which you applied. It will also be recorded at HPUMC but no copy will be kept.

How Long Must I Wait Between The Time I Get My License and The Actual Ceremony?

There must be at least 72 hours between the date and time of issuance of a license and the time the ceremony occurs (i.e., the license must be 72 hours old at the time of the wedding) unless one applicant is on active duty in the armed forces, or a waiver is granted. (See County Clerk for more details) A marriage license is valid for 90 days; so with the 72-hour waiting period, there is an 87-day period in which the marriage ceremony can take place.

Whom do I contact with other questions regarding marriages and divorces?

If you have questions concerning the marriage registration process or if you need a copy of a marriage or divorce decree, you must contact a County Clerk's office for marriage information or a District Clerk's office for divorce decrees.



RESTRICTIONS- SPECIFIC

a. Objectionable Performances

All persons using either the Sanctuary or Cox Chapel are to be mindful that the building has been consecrated for the worship of God and other religious services.

No Civil Ceremonies will be held at HPUMC or Munger Place Church. Only Christian/Methodist Ceremonies will be performed.

b. Objectionable Persons

HPUMC reserves the right through its security personnel to eject any objectionable person or persons from the Sanctuary or Chapel. Upon the exercise of this authority, through HPUMC Security, said person hereby waives any right and all claims for damages against HPUMC.

c. Objectionable Objects

Rice, bird seed, flower petals or confetti may not be thrown after the ceremony.



RIGHT OF REFUSAL

All weddings in the Sanctuary or Cox Chapel take place at the discretion of HPUMC. HPUMC reserves the right to refuse to book either venue for weddings at any time.



DRUG AND ALCOHOL POLICY

Smoking in Highland Park United Methodist Church is forbidden. ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE FORBIDDEN ANYWHERE ON THE PREMISES. (This includes but is not limited to chartered or private vehicles on church property, adjacent streets or dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of drugs or alcohol or there is evidence that significant drinking occurred offsite prior to the arrival of the wedding party before the ceremony.)

HPUMC requires a \$1000 drug and alcohol deposit check due thirty days in advance of your wedding date. This security deposit will be destroyed after the determination has been made that no policies have been broken.

In addition, if the bride, groom, or any of the wedding party appears to be intoxicated, any HPUMC or guest minister reserves the right to refuse to participate in the marriage ceremony and possibly cancel the wedding. If HPUMC cancels a wedding due to this policy, no fees will be returned; and the security deposit will be deposited for the additional \$1000 fee. It is with regret that it has become necessary to institute this policy. We sincerely hope that you and your wedding party accept and understand this necessity. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters. HPUMC also prohibits the carrying of guns or weapons as defined by Texas State law onto its property. Anyone found in violation of this policy will be escorted off the grounds.



SAFE KEEPING PERSONAL ITEMS

Every possible effort will be made to protect personal items such as wedding dresses, purses, etc. However, **THE CHURCH CANNOT BE RESPONSIBLE FOR SUCH ITEMS IF LOST, STOLEN OR DAMAGED.** For security reasons, we cannot accept delivery of dresses here at the church.

It is imperative that money, jewelry and other valuables not be left unattended in the bride or groom's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all.

Immediately following the ceremony, all personal items must be removed from dressing rooms.



DELIVERIES

HPUMC assumes no responsibility for gowns, tuxedos, etc., delivered to the Sanctuary/Chapel. HPUMC suggests that, should the bride or groom wish to have a delivery made to the Chapel or Sanctuary, the bride/groom select a person to accept it and keep it in his/her custody until the wedding party arrives. There is no secure space that can be made available.



LOST AND FOUND

Custodians inspect and clean the Sanctuary, Chapel and dressing rooms following each wedding. In the event items are left behind, please call one of the following numbers: For everyday items **214.521.3111** and for more valuable items **214.523.2212**. HPUMC is not responsible for damage to or theft of any lost item left in the Sanctuary/Chapel, although it will make reasonable efforts to insure that lost items, if found, be stored in a secure location until returned to their rightful owners.



PARKING

Parking for both the rehearsal and the wedding ceremony is in the North lot, in the Meadows Museum garage and in the surrounding neighborhoods. There is handicap parking in the North lot.

See maps of parking locations on page 22 of this handbook.



WEDDING COORDINATOR

Our Wedding Coordinator, **Chelsea Wilderotter** is available for pre-wedding consultation in regard to the details of the rehearsal and of the wedding. Only our Wedding Coordinator or her assistant, in cooperation with the officiating minister, will conduct the rehearsal; she will also assist the minister and the wedding party in the process of the ceremony. She may be contacted by emailing weddings@hpumc.org or calling **214.523.2283**.



OFFICIATING MINISTER

Only a commissioned or ordained Deacon or Elder or Licensed Local Pastor (appointed to HPUMC) in the United Methodist Church may officiate at weddings in this church. The officiating minister may invite another ordained minister to assist. If a couple has not chosen a minister, our Wedding Coordinator will be happy to assist in arranging for one of our staff ministers to officiate at their wedding. Any other person assisting in this service must be approved by the officiating minister.

A wedding is a worship service and must reflect United Methodist theology. It is expected that all elements of the worship service will reflect the wedding liturgy, prayers, and blessings, as set forth in the United Methodist Book of Worship.

If the assisting minister is not United Methodist Clergy, the assisting minister's participation is limited to the following: prayer, scripture reading, and, at the officiating minister's direction, the declaration, blessing and benediction.



WEDDING PROGRAMS

The order of service, scriptures, and all bulletins must be approved by the officiating minister, the organist and the wedding coordinator. It must be carefully proof-read prior to being printed by an outside printer.



CHILDREN

Flower girls and ring bearers should be at least 4 years old. They must be able to walk down the aisle unaccompanied and conduct themselves in an orderly fashion. Flower girls are not permitted to toss flower petals, either real or artificial, in both the Sanctuary or Chapel.



MUSIC

The wedding is a service of worship at which a man and woman come to unite their lives in the eyes of God and in the company of those dearest to them. The music for their wedding should reflect this Christian joy!

The music must be of a sacred nature and focused primarily on God, God's attributes, and giving thanks and praise to God.

Secular songs or special songs between the couple are appropriate at the reception - not at the wedding - and will not be allowed for the wedding service.

Our organists are familiar with a wide variety of literature and will be happy to assist the bride and groom in finding sacred music which reflects the couple's unique feelings, yet upholds the integrity of the worship service. All musical selections will be discussed with and approved by the organist. Please contact our church organist, **Scott Ayers**, at **214.523.2254** or **ayerss@hpumc.org** to discuss your music preferences.

Only HPUMC staff organists are permitted to play the church's organs. Staff musicians will be happy to arrange for one of our excellent vocal soloists, if desired. If the bride or groom asks a friend to sing at the wedding, a rehearsal time can be arranged with the organist. The soloist must have the music prepared before the rehearsal.

The organist or wedding coordinator can help with arrangements for any additional instrumentalists, if desired. The bride and groom will usually be responsible for contracting the groups directly.

For suggestions on traditional music choices, please see our website at **hpumc.org/wedding-music**.

We also allow contemporary Christian songs such as:

- 10,000 Reasons - Matt Redman
- Divine Romance - Phil Wickham
- Cloud of Witnesses - Mark Schultz

- In Christ Alone - Keith and Kristyn Getty
- Speak, O Lord -Keith and Kristyn Getty

Examples of the many secular songs not allowed for the church service:

- At Last - Etta James
- Can't Help Falling in Love with You - Elvis Presley
- Our Love Is Here to Stay - Ella Fitzgerald
- Stand by Me - Ben E. King

HPUMC is extremely blessed to have the Porter Memorial Carillon. If you are interested in having the carillon played before or after your wedding, please contact **Scott Ayers** at **214.523.2254** or **ayerss@hpumc.org**.



REHEARSAL

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

Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly.

Rehearsals must begin promptly and proceed in a dignified manner. Often there are as many as three rehearsals scheduled in an evening, making punctuality imperative.

If a wedding party is more than 15 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

Rehearsal times are 4:45, 5:30 or 6:15 p.m. on the Friday preceding the wedding, with 45 minutes allowed for each. Friday weddings have rehearsals on Thursdays at 6:00 p.m. No rehearsals will be scheduled to begin after 6:15 p.m.

Rehearsals are usually unnecessary if the wedding attendants do not exceed one each for the bride and groom. These plans can be arranged with our Wedding Coordinator and officiating minister.

Staff musicians do not attend rehearsals. Music details are planned at an earlier conference.

Any wedding planners/coordinators/photographers become consultants to and subordinate to our wedding coordinator.



DRESSING AREAS

Dressing rooms for both men and women are provided. The bride's dressing room (and restroom) is provided in the Cox Parlor. The men's dressing room is located in Storm lounge, room 241.

Arrival times for these dressing areas are scheduled to begin 90 minutes prior to the start of the ceremony. No other rooms are available for arrival at any earlier times.

It is strongly suggested that the men come to the church dressed and ready for the wedding so they can start with their pre-wedding pictures upon arrival.

The ladies should have their hair and make-up completed before arriving at the church. While the men are having photos made, the ladies will have ample time to change from their street clothes into their wedding attire before starting their own pre-wedding photos.

Please keep in mind that there might be another wedding party either before or after you which needs access to the dressing rooms at their appointed times.

For that reason, we ask that both dressing rooms be cleared of all personal items immediately following the ceremony. Please ensure to dispose of any trash or unwanted items and return the furniture to its original place. That will give our staff time to clean the rooms for the next wedding party.



VIDEO

Videotaping of wedding ceremonies will be allowed only if the person who will videotape has been approved by our coordinator.

- Any videotaping **MUST** be done from the **BALCONY** of the Sanctuary or from the **REAR** of Cox Chapel.
- Aisles must be kept clear.
- The videotaping must be done from a single, stationary position (i.e. the videographer may not move around to various locations), and it must not involve any lighting changes or additional portable lighting in either the Sanctuary or Chapel.
- Remote or directional microphones should be used.



PHOTOGRAPHS

- Highland Park 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. Please consult with our Wedding Coordinator before a photographer is chosen and a deposit is made. You can benefit greatly from our experiences with various photographic firms.
- Cameras with flash attachments will not be allowed in the Chapel or Sanctuary any later than 30 minutes preceding the ceremony or any earlier than the dismissal of the congregation by the minister.
- Photographs may be made in the vestibule, preceding the ceremony, as long as no flashes are aimed toward the interior of the Chapel or Sanctuary. The wedding party may return to the altar for photographs after the ceremony if they so desire, following the conclusion of the Recessional. **Please advise your friends and relatives not to take pictures during the ceremony.**
- Ushers should remind wedding guests whom they observe with cameras that no photographs will be allowed.
- Time exposures, with the approval of the officiating minister, may be made during the progress of the sacred ceremony only as follows:
 1. From the narthex of the Sanctuary/Chapel or just inside the Sanctuary/Chapel doors behind the last pew.
 2. From the Sanctuary balcony
- There shall be no noise or other distraction, such as walking up and down the aisles, made by the photographers.
- No photographs may be taken from the organ loft of the Chapel.



DECORATIONS IN COX CHAPEL

Please consult our Wedding Coordinator before a florist is chosen. She is in a position to be very helpful to you in this selection.

- Flowers in Cox Chapel are to be limited to one arrangement placed on the altar table or two arrangements placed on the pedestals provided. The pedestals are 4 feet tall, and the tops are 11.5" square.
- The candles and candlesticks provided by the church are to remain on the altar for all services of worship.
- No additional candelabra may be used in the Chapel.
- Use of additional palms, ferns and other greenery, including poles down the aisles is prohibited.
- Kneeling cushions will be furnished. No kneeler is necessary.
- Bows with or without small greenery and flowers may be hooked (if protective padding is used between the hook and pew) or tied (no tape) on the ends of the pews.
- **NO TACKS, PINS, NAILS, GLUE OR TAPE OF ANY KIND MAY BE USED TO FASTEN ANY DECORATION TO THE FURNITURE OR BUILDING.**
- An aisle cloth may not be used.
- A unity candle on its own stand, provided by a florist, may be used. A sheet of plastic must be placed underneath the candles to protect the floor.
- The florist must remove their non-expendable materials immediately after the wedding.



DECORATIONS IN THE SANCTUARY

The Sanctuary may be decorated by a responsible florist who will be required to put up a deposit of \$50 to assure that any damage to church property is corrected and to ensure that the Sanctuary will be properly cleaned following the wedding ceremony. Please consult our Wedding Coordinator before a florist is chosen. She is in a position to be very helpful to you in this selection.

- One arrangement of fresh flowers and/or greenery may be placed on the altar table OR two arrangements may be placed in the urns provided by the church. Our urns are 7 3/4" diameter, 7 1/2" deep. They hold a #6 papier mache pot. You may bring your own pedestals if approved by the wedding coordinator.
- Two candelabras, not to exceed 16 candles each, provided by the florist, may be used with or without the above arrangements. These candles must be votive candles in glass cylinders. Due to past wax damage WAX TAPERS ARE NOT PERMITTED.
- The church will provide a kneeler.
- Bows with or without small greenery and flowers may be hooked (if protective padding is used between the hook and pew) or tied (no tape) on the ends of the pews.
- An aisle cloth may not be used.
- A unity candle on its own stand, provided by the florist, may be used in addition to the previously specified number of candles. Protective floor covering must be used under all candles placed in the Sanctuary, as even the wax from metal cylinders has been known to drip to some extent.
- The florist must remove their non-expendable materials immediately after the wedding.
- No additional greenery or decorations of any kind, including poles down the aisles, may be used in the Sanctuary.
- Cross, altar candles and furniture may not be moved.
- NO TACKS, PINS, GLUE, NAILS OR TAPE OF ANY KIND MAY BE USED TO FASTEN ANY DECORATION TO THE FURNITURE OR BUILDING.
- Florists will be held responsible for any damage done to the building and/or furniture and are responsible for cleaning wax from floor and furniture should an accident occur. Failure to do so, as well as failure to remove all non-expendable decorations immediately after the wedding, may result in forfeiture of the deposit and the risk of not being allowed to provide services for future weddings at Highland Park United Methodist Church.



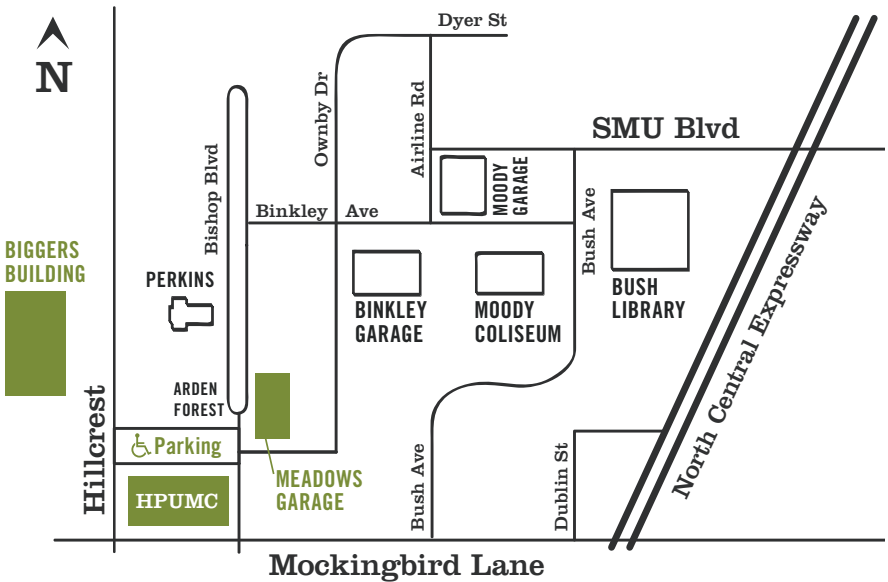
LIGHTING IN THE SANCTUARY

Our Sanctuary lighting is preset for a variety of functions. It is not an easy or brief process to change the lightboard, and we are unable to make one exception that would expose us to multiple changes later and at the whim of virtually every bride or family. We feel we have labored to make the wedding lighting as optimal as possible, and we are confident that the current “wedding setting” is well tested, applicable to a variety of settings, and, in fact, satisfactory to those who have used the Sanctuary recently. We hope and trust all will understand and accept this policy that makes matters equal for all.



PARKING IS AVAILABLE IN:

- the parking lot north of the church,
- the parking lot at the Biggers Building,
- the garage of the Meadows Museum (northeast of the church)





We hope that participation in a local church will be a part of your new relationship together. The staff of Highland Park United Methodist Church wishes for your every happiness in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful occasion.



**HIGHLAND PARK
UNITED METHODIST CHURCH**

3300 Mockingbird Lane | Dallas, TX 75205
hpumc.org | 214.521.3111