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(Effective August 31, 2015)

Member Wedding Policies

The wedding ceremony is one of the most sacred rites of the church. It is a ritual in which two persons invoke the blessings of God and pledge themselves to each other in holy wedlock. The ministers and staff of Marvin United Methodist Church are happy to assist you in making your wedding a sacred, dignified and memorable experience.

Definition of Marriage

Marvin Church is a part of the worldwide connection of the United Methodist Church. The Book of Discipline sets forth the doctrine of the Church and includes the following statements: *We affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment and shared fidelity between a man and a woman. Ceremonies that celebrate homosexual unions shall not be conducted by our ministers and shall not be conducted in our churches.*

The following policies and regulations for all weddings in Marvin United Methodist Church have been developed and adopted by the Wedding Guild, Worship Ministry Team and approved by the Board of Trustees and the Administrative Board. **Please read them carefully and cooperate in upholding the standards and policies of Marvin United Methodist Church.**

Officiating Minister

All the ministers of Marvin Church are possibilities to officiate at your wedding, and the couple must agree to accept the minister that is available. The United Methodist Church ordains female ministers, and the ordination is valid for all acts of ministry including weddings.

An example of the wedding ceremony is in *The United Methodist Book of Worship*, “A Service of Christian Marriage.” An ordained minister from another church may participate in the wedding ceremony provided that he/she receives an invitation from the officiating Marvin minister or the Senior Pastor; and he/she agrees to act under their leadership. **The officiating Marvin minister is in complete charge of the rehearsal and wedding ceremony, and will give direction and instruction to the visiting minister.**

All couples are required to meet with the officiating Marvin minister prior to the wedding to discuss details of the ceremony. **No wedding will be conducted without this step.**

Scheduling the Church

It is necessary for the mother, bride, and/or groom to meet with the Director of the Wedding Guild to reserve the church and pay the appropriate fees. Times of the rehearsal and wedding need to be known in order to place it on the church calendar. No weddings are allowed on Sunday due to worship services and church activities. There will be only one wedding per day.

The wedding will be considered a member wedding if the bride, the groom, their parents, or their grandparents have been active members of Marvin Church for at least twelve months.

Weddings will not be scheduled for the following dates in 2015: September 5, November 21 or 28, December 5, 12, 19, 26.

Weddings will not be scheduled for the following dates in 2016: January 2 or 16, March 19 or 26, July 2, September 3, November 19 or 26, December 3, 10, 17, 24, 31.

Weddings will not be scheduled that conflict with major church functions such as Marvin Concert Series, programs during Easter or Christmas seasons, special worship services, church-wide activities, or during the weekends of staff holidays designated by the Staff-Parish Relations Committee of Marvin Church. Weddings will not be scheduled on the weekends preceding Christmas and New Year's.

Wedding Guild

The Marvin Wedding Guild is a group that functions as coordinators for your wedding. Wedding Guild members will be assigned to you and will advise you concerning your wedding ceremony. They will assist the Marvin minister at the rehearsal and the wedding ceremony. Outside wedding consultants are not necessary for the wedding ceremony or rehearsal. If you engage an outside consultant, then he/she may only assist the Marvin wedding coordinators.

The Marvin minister and the assigned wedding coordinators are in complete charge of the wedding and the rehearsal. Mary Ann Eckert, Director of the Wedding Guild, will be glad to assist you with procedure and policy questions.

Music

Music is an important and integral part of the wedding service. It is our desire to assist the couple in selecting music that will enhance the nature of the service and give praise to God for the love they share. Therefore, all music chosen will be sacred in nature and appropriate to the service of worship.

The Marvin Organist, must approve all music and play for every wedding; if unavailable to play, a suitable replacement will be secured by him. **A bsolutely, no pre-recorded music is permitted.** The Marvin music program has at its disposal a wide repertoire of organ, vocal, and instrumental music along with soloists and instrumentalists from which to choose. The Marvin Organist will assist in securing these persons. The couple will pay an additional fee for soloists or instrumentalists as listed in the Wedding Fees section and/or as discussed with the Marvin Organist. You must schedule a consultation with the Marvin Organist at least six weeks prior to the wedding date to discuss all music for the ceremony.

Video Crew

Marvin Church has a video crew who will video your wedding ceremony in a professional manner in the Sanctuary. The crew consists of a director, technician, audio person, and camera operators. Outside videographers are discouraged and may be stationed from the balcony only with a stationary video camera.

The Chapel is not equipped with video equipment. If there is a videographer, he/she must be stationed from the back of the Chapel.

Wedding Fees

Payment of one-half of all fees and the security deposit (refundable two weeks after the wedding) is required at the time you schedule your wedding. The remainder of all fees is required 30 days prior to the rehearsal date.

Checks should be made payable to:

Marvin United Methodist Church
Attn: Weddings – Lacy Sanders
300 West Erwin
Tyler, Texas 75702–7131

Fees for Sanctuary Wedding (prices subject to change)
Bolded & shaded fees are charged for every wedding.
Minimum fees: \$2,130
(Includes \$100 refundable security deposit)

ITEM	FEE
Sanctuary (<i>capacity 800</i>)	No charge
Custodial Staff	\$250
Minister	\$250
Organist	\$250
Marvin Soloist	TBD
Non-Marvin Soloist	TBD
Instrumentalists	TBD
Wedding Guild	\$200
Video Crew	\$550
Sound technician (<i>if no video crew used</i>)	\$100
Extra DVD copies	\$15 each
Two 7-tier Candelabras	No charge
Unity Candle Stand	No charge
Internet Inventory	\$30
Security Guard	\$250
Security Deposit (<i>refundable</i>)	\$100

Fees for Chapel Wedding (prices subject to change)
Bolded & shaded fees are charged for every wedding.
Minimum fees: \$1,680
(Includes \$100 refundable security deposit)

ITEM	FEE
Chapel (<i>capacity 125</i>)	No charge
Custodial Staff	\$200
Minister	\$250
Organist	\$250
Marvin Soloist	TBD
Non–Marvin Soloist	TBD
Instrumentalists	TBD
Wedding Guild	\$200
Two 7–tier Candelabras	No charge
Unity Candle Stand	No charge
Internet Inventory	\$30
Security Guard	\$250
Security Deposit (<i>refundable</i>)	\$100

Reception

The facilities of Marvin Church are available for your reception. At the time of booking, you must inform the Director of the Wedding Guild of your desire to have your reception at the church. She will then refer you to the Director of Food Service who will assist you in planning your wedding reception provided the date is available. In consultation with the Director of Food Service, fees and services will be determined and the cost agreed upon.

The reception will begin immediately following the wedding and shall last no longer than two hours.

The following is absolutely prohibited from use at the reception:

- Materials placed on the floor to make the floor slick for dancing, etc.

- A machine that produces fog or smoke.

- Hanging banners and/or signs from the walls or ceiling.

- Alcoholic beverages of any kind.

Reception Fees (prices subject to change)

ITEM	FEE
Short tablecloths	\$5
Floor length tablecloths	\$10
Cloth napkins	\$.20
Silver Punchbowl	\$20
Silver Coffee Service	\$20
Sound Technician	\$100
Custodian (3 hour minimum @ \$50 hour)	\$150
Security (3 hour minimum @ \$35 hour)	\$115
CAKE AND PUNCH RECEPTION ONLY	
Food Ministry Hostess	\$200
Assistant Food Ministry Hostess	\$100
Extra help, per person	\$50
FOOD PREPARATION WEDDING	
Food Ministry Hostess	\$300
Assistant Food Ministry Hostess	\$200
Extra help, per person	\$100

Florist Guidelines

Since the Marvin facilities have a historic beauty, elaborate decorations are out of character and undesirable. Decorations that hide the beauty of the church are prohibited. They destroy the Christian motif of the church setting, de-emphasize the symbols of worship and detract from the dignity and elegance that characterize a church wedding. Floral arrangements may be placed in the two urns (J6 liner) in the chancel area. Listed below are detailed regulations that the church expects to be observed fully.

NO decorations or flowers shall be placed under the cross in the choir loft or on the brass candelabras.

NO decorations shall be used which will hide from clear view the worship symbols.

Seasonal decorations or furnishings of the church are not to be removed or moved for weddings.

The altar table is not to be used for floral decorations, and the Bible or candles are not to be removed or moved.

Greenery, real or artificial, is not to be used except in a freestanding manner.

Absolutely **NO** tacks, pins, nails, paste, or tape of any kind will be used to fasten any decorations to the furniture. Only wrapped wire ribbon is to be used to fasten bows etc. to pew ends.

Due to the fire code of the City of Tyler, no aisle candles, foyer candles, or candles in the stairwell are permitted.

The florist **must obtain** permission from the Wedding Guild Coordinator before placing candelabras in the choir loft.

Flower petals real or silk may not be dropped in the aisles.

When candelabras are used, special attention must be given to protect the carpet, hardwood, furniture, and most especially, the altar rail needlepoint kneelers in the sanctuary from dripping wax. Clear plastic should be laid on the carpet to protect it from drippings of candle wax.

The center aisles are carpeted, therefore an aisle cloth is not permitted.

Decorations must be in place at least one hour prior to the wedding and removed immediately following the ceremony.

The florist shall remove all decorations and equipment from the church property immediately following the conclusion of the ceremony.

The florist and bridal family are responsible for any damages done to the furniture, carpet, or altar rail needlepoint cushions. Deviation from these instructions places in jeopardy any future work of the florist at Marvin Church and the bridal family forfeits the wedding deposit. Your cooperation in upholding these policies is appreciated and expected.

On the day of the wedding, the building will be opened three hours prior to wedding time for decorating.

Photographer Guidelines

Under no circumstances shall flash or floodlight photographs be made during the ceremony as it is a worship service. Pictures may be taken in any part of the church before and after the ceremony.

Pictures are permissible during the recessional and the photographer should be at the back for these pictures. The wedding party may reassemble after the ceremony to pose for pictures. However, time exposures without flash may be made from the balcony of the sanctuary or the narthex of the Chapel. The photographer should use silent equipment for such exposures. In consideration of the minister's other commitments, the photographer is requested first to take photographs following the ceremony that will include the minister with the wedding party. No spotlights or floodlights or tripods are to be used.

The photographer and bridal family will be responsible for any damages to the furniture or altar rail needlepoint cushions. Under no circumstances shall the photographer lie down in the center aisle to take pictures. Deviation from these instructions places in jeopardy any future work of the photographer in Marvin Church and the family forfeits the wedding deposit.

Rehearsal

The rehearsal is scheduled for the evening preceding the wedding. All members of the wedding party including attendants, parents, grandparents, and ushers must be present. Suggested rehearsal times are 5:30, no later than 6 p.m. The rehearsal will take approximately one hour. The marriage license must be given to the minister at the rehearsal.

Tell your wedding party the rehearsal time minus 30 minutes. For example, if your rehearsal is at 5:30 p.m., tell your wedding party it is at 5 p.m. It is imperative that all members of the wedding party be prompt! Be sure to bring your wedding license to the rehearsal and give to the Marvin minister.

The following information will help create a smooth rehearsal and wedding:

The Marvin minister will be in charge of the rehearsal, while the Marvin Wedding Coordinators will be present to assist.

Only the Marvin Wedding Coordinators will assist at the rehearsal and wedding ceremony. There are no exceptions.

Prior to the rehearsal, the bride must meet with the assigned Wedding Coordinator to discuss details of the ceremony.

Bridal Attendants

When choosing a Flower Girl or Ring Bearer, please consider their age and whether they are able to walk down the aisle by themselves. Sometimes the younger children are scared and intimidated by the surroundings and draw unnecessary attention; therefore, Marvin Church strongly suggests that the Flower Girl and Ring Bearer be at least the age of four to participate in the wedding. A wagon, any other contraption to pull the Flower Girls or Ring Bearers down the aisle, or animals are prohibited! Flower petals real or silk may not be dropped in the aisles.

Bridal Attire and Belongings

The bride, in consultation with the Wedding Coordinator, is responsible for determining at what hour the dresses are to be delivered to the church on the day of the wedding. Dresses will not be stored at the church overnight. The Church's responsibility is limited to receiving the dresses and providing a dressing room. Marvin Church is not responsible for personal items, such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in the wedding or at the wedding reception, or wedding gifts brought to the wedding; nor shall the church be liable for such items if lost, stolen or damaged.

However, every reasonable effort will be made to assist the wedding party in protecting such property. The Bride's Room is located on the first floor by the Narthex and S stairwells below the S sanctuary.

Building A availability

On the wedding day, the building will be opened three hours prior to wedding time for decorating. It is suggested that the majority of the pictures be taken before the wedding. All floral arrangements, equipment, etc. must be removed from the Sanctuary or Chapel immediately following the wedding. The **reception** will begin immediately following the wedding and will last no longer than two hours. The Marvin Wedding Coordinator **must be** notified in advance if there will be pre-wedding refreshments. **If extra hours are requested for building use before the wedding, a fee of \$100 per hour will be charged.**

Important Rules to Follow

Please read carefully and observe the following:

A Tyler City Ordinance prohibits smoking in any part of the building at Marvin Church.

The use of alcoholic beverages, illegal drugs, or weapons or firearms on the premises is absolutely prohibited.

No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol or illegal drugs. If this occurs, the bridal family will forfeit the wedding deposit and all fees.

The use of rice, confetti, or bird seed is absolutely prohibited on any part of the premises.

Liturgical decorations will not be removed.

Worship Programs

Worship programs must be approved by the Organist and the officiating Marvin Minister prior to printing. In planning the worship program, we offer the following suggestions. On the front of the bulletin, be sure to list the bride and groom's names, the date and time of the wedding, and Marvin United Methodist Church, Tyler, Texas. When listing music, list the title of the piece in italics and the composer's last name to the side. Solos may be used after the Response of the Family. The program should include Worship Leaders and The Wedding Party.

The Service of Christian Marriage

(example)

Prelude

Chiming of the Hour

Seating of the Parents

(Solo)

Procession of the Attendants

Entrance of the Bride

Greeting

Declaration of Intention

Presentation of the Bride

(Solo)

Scripture Reading (s)

Homily

Exchange of Wedding Vows

Exchange of Rings

Declaration of Marriage

(Unity Candle)

Prayer & The Lord's Prayer (spoken or sung)

Blessing of Marriage

Benediction

Presentation of Couple

Recessional

Church Information

Office Hours

Monday - Friday, 8:30 a.m. – 4:00 p.m.

Saturday - Closed

(903) 592-7396

Senior Pastor

Dr. Doug Baker, dbaker@marvinumc.com, ext. 140

Fax (903) 592-2119

Associate Pastors

Rev. Gerry Giles, ggiles@marvinumc.com, ext. 110

Rev. David Dorn, ddorn@marvinumc.com, ext. 145

Rev. Ingrid A kers, akers@marvinumc.com, ext. 142

Fax (903) 592 -2119

Organist/Associate Director of Music

Stan Cox, scox@marvinumc.com, ext. 147

Fax (903) 592-2119

Director of the Wedding Guild

Mary Ann Eckert, maeckert@suddenlink.net, (903) 561-7376

(903) 530-1201

— Notes —