



**FIRST UNITED METHODIST CHURCH
COMMERCE**

**BUILDING USE
&
WEDDING PLANNING
GUIDE**

Open Hearts, Open Minds, and Open Doors



Making Disciples of Jesus Christ

By connecting, growing, and serving

FIRST UNITED METHODIST CHURCH

1709 HWY 50
Commerce, Texas 75428
(903) 886-3220
office@fumccommerce.org

BUILDING USE POLICY AND DIRECTIONS (August 2010)

First United Methodist Church Commerce is truly dedicated to having Open Hearts, Open Minds, and Open Doors. In addition to its doors being open to all people seeking Jesus Christ, the facility itself is available to those wishing to have a Christian setting for their special event or activity.

All areas of the church are air conditioned and handicapped accessible.

Both members and nonmembers are welcome to use the facilities but must meet certain criteria to protect the property and maintain the Christian atmosphere. Use must be approved by either the Board of Trustees or the Senior Pastor. Long term use agreements must be approved annually by the Property Team and the Leadership Team.

Those wishing to use church facilities should contact the church office at (903) 886-3220, Monday thru Friday 9:00 am to 4:30 pm. The church secretary keeps a master schedule and can provide information about the facility availability.

FACILITIES AND FEES

Certain expenses are incurred by the church whenever any activity takes place therefore the following fees apply. All users are expected to pay for expenses related to the activity. Since members support the church on a continuing basis, they are offered a reduced rate for use of the facility. The church requires the member user to have been a member of the church for a minimum of 6 months before the facility use. Use of the facilities by for-profit organizations is not permitted.

Facilities:

| | Fees | |
|--------------------------------------|--------|-----------|
| | Member | Nonmember |
| Sanctuary: Seats approx. 450 persons | \$150 | \$350 |
| Chapel: Seats 40-50 persons | \$ 75 | \$150 |
| Family Ministries Center | \$125 | \$250 |
| Nursery | \$ 50 | \$ 75 |
| Classrooms | \$ 25 | \$ 50 |

Note: Member fees for the facilities will be waived for functions that are in keeping with the mission of the church.

Services available:

| | | |
|--|----------|----------|
| Church host/hostess for weddings | \$ 25/hr | \$ 25/hr |
| Church host/hostess for funerals | \$ 25/hr | \$ 25/hr |
| Sound Technician: Required if sound equip. is used | | |
| Wedding | \$ 100 | \$ 100 |
| Funeral | \$ 50 | \$ 50 |
| Nursery Staff: Up to 4 hrs then additional \$15/hr | \$ 50 | \$ 50 |
| Custodial Fees: | | |
| Sanctuary only | \$ 75 | \$ 75 |
| Chapel | \$ 50 | \$ 50 |
| Family Ministries Center | \$ 100 | \$ 100 |
| Classrooms (fee per room) | \$ 25 | \$ 25 |
| Pastor | \$ 0 | \$ 250 |

| | |
|----------|---|
| Pianist | Fee negotiated with and paid directly to the pianist |
| Organist | Fee negotiated with and paid directly to the organist |
| Soloist | Fee negotiated with and paid directly to the soloist |

For special events, a downpayment of \$200 must be made at the time the building use is approved and placed on the church schedule.

USE POLICIES

To maintain the Christian atmosphere and to protect church property, certain procedures must be followed by all who use the church facilities. To ensure this is met, all activities must be scheduled through the Church Office Manager.

Alcoholic beverages and the use of tobacco products are not permitted on the church property.

Sanctuary: Altar furnishings shall not be moved without approval of the Senior Pastor. Any decorations used must not detract from or obscure the liturgical appointments and any such decorations must be removed immediately following the event unless other arrangements are made with the Pastor. If candles are used they must be drip-less and the furnishings, floor, and carpet must be protected. Also no hooks, pins, tacks, glue, or similar material may be used as they will mar the surfaces of the furnishings.

Chapel: Rules pertaining to the sanctuary also apply for the chapel.

Family Ministries Center: Use of the FMC includes the use of the kitchen and related items such as tables, chairs, china, glassware, silverware, etc. Special instructions include:

- All furnishings should be replaced as found
- Silverware and dishes must be washed, dried, and replaced where found.
- Clean sink, stove, and cabinets
- Launder cup towels and return them to the church promptly.
- Clean coffee pots.
- Remove all unused food.
- Closely follow instructions when using appliances
- Paper goods are provided for church-sponsored groups. Other groups should furnish their own
- Remove trash from trash cans and place in the trash hopper located in the southwest corner of the parking lot.

Nursery: A well equipped nursery is available but staffing is not provided unless special arrangements are made.

Classrooms: The Sunday school rooms are available for small meetings or as a gathering place for larger events such as weddings.

General:

- Decorating is limited to four (4) hours prior to the event (and will be charged with the host/hostess hourly rate).
- Assure that arrangements have been made to secure the building.
- Leave floors in good condition.
- The person requesting the use of the facility is expected to be at the activity and is responsible for seeing that the church rules are followed.
- Custodial care will begin one hour after the scheduled event concludes.

SPECIAL POLICIES FOR WEDDINGS

A wedding is one of the most joyous occasions of a couple's life and FUMC-C is delighted to be a part of it. The wedding ceremony is a sacred event where the bride and groom pledge themselves to one another in the presence of God, family, and friends and begin to build a strong and rich Christian marriage. Every effort will be made to make it a memorable event. Both the sanctuary which seats approximately 450 people and Chapel which seats 50 people are available. Also, receptions may be held in the Family Ministries Center. Dressing rooms are available. The following policies are intended to make sure both parties understand what is expected of each to ensure a very special and meaningful experience with no surprises.

Scheduling a Wedding

It is important to make reservations for the church facilities a minimum of four (4) months before the wedding date. To schedule, call the church office at (903) 886-3220, Monday through Friday 9:00 am -4:30 pm. The church secretary keeps the master calendar and can provide information about the available dates for use of the facilities. The selected date will be tentatively placed on the calendar. There is a wedding information form which needs to be filled out and returned as soon as possible. After approval of the Pastor, the date will be formally reserved. A refundable deposit will be required at this time.

Pastor

The Pastor of First United Methodist Church is usually available to officiate at weddings held at the church. The bride and groom will need to contact the Pastor personally at least four (4) months before the wedding date to check the availability for the date selected. In some cases it is desired to have another Pastor perform the ceremony. In such instances the Pastor of FUMC-C should still be contacted since the Pastor or FUMC-C must approve the desired selection.

Pre-Marital Counseling

Pre-marital counseling is required for those married at FUMC-Commerce by a FUMC-C Pastor. This counseling is usually provided by the Pastor performing the ceremony and must be completed well in advance of the ceremony. It has been shown that those who are willing to discuss their relationship with a Pastor before marriage are more likely to seek help after if problems develop. Counseling also provides information as to the Christian meaning of marriage and the importance of sharing the Christian faith.

Pastoral Involvement

Generally the Pastor's involvement can be tailored to meet the desires of the bride and groom. Counseling and performing the ceremony are understood, but an invitation should be made to the Pastor if attendance at the rehearsal dinner and reception is desired.

Music

Music selected for the wedding must be appropriate for a church and must be approved by the FUMC-C Pastor. Guidance in music selection may be provided by the church organist. A sound system is available for use and must be operated by the church's sound technician. Recorded music must be provided on CD. If organ or piano music is desired the church will provide musicians. If an outside organist is to play that person must be approved by the

FUMC-C organist. The guest organist must contact the FUMC-C organist to arrange practice time during regular church hours. Other instruments may also be in the ceremony but should be approved by the FUMC-C Pastor or organist. The church's sound system may be used for amplification.

Church Host/Hostess

Utilization of the church host/hostess is required for weddings. He/she will serve as an advisor and is the wedding party's liaison with the church. The host/hostess is the key to a successful wedding and should be contacted as soon as the wedding is confirmed. He/she has the full authority of the church regarding wedding and building use policies and can answer all questions or obtain answers as needed. The host/hostess will be at the rehearsal and will be at the church anytime the wedding party is there to help with last minute details. Also, he/she will monitor the church and activities to see that all policies are followed.

Photography

Flash photography and video recording with lights are not permitted during the ceremony. It is recommended that video recording be done unattended, using a tripod, to avoid distractions. It is the responsibility of the bride and groom to inform the photographer of these policies. It is suggested that as many pictures as possible be taken prior to the ceremony so that the wedding party can join the reception as soon as possible.

Rehearsal

The rehearsal date should be reserved at the same time the wedding date is reserved. Customarily it is the evening prior to the wedding. A time should be selected that is mutually convenient for all involved including the Pastor and musicians. It is important that everyone involved in the wedding be at the rehearsal, including ushers, soloist, musicians, parents, grandparents, etc. Everyone should be on time and the rehearsal should take no longer than an hour. The wedding license should be brought to the rehearsal and given to the Pastor at that time. The Pastor and musicians do not have to be invited to the rehearsal dinner and it is not required that they attend, but if they are invited, the invitation should be made prior to the rehearsal date.

Payment

It is the responsibility of the party to contact the church office at least one (1) week before the scheduled event to settle any outstanding balances. If full payment is not received by the church office during this time, the event may be cancelled until payments are properly handled. The deposit can offset any remaining balances or will be returned after the wedding (less any damage charge).

OTHER INSTRUCTIONS

The Pastor of FUMC-C is always in complete charge of the wedding ceremony. Wedding consultants, bridal secretaries, and similar persons must confer with the Pastor regarding all plans for the ceremony.

Decorations, including flowers and greenery, are not to detract from or obscure the liturgical appointments; i.e. the cross and communion table. Under no circumstances shall the altar furnishings be moved without approval of the Pastor of FUMC-C. Decorations should be arranged so that everything points to the altar. No hooks, pins, tacks, nails, glue, or any material of this kind will be used in placement of decorations as they will permanently mar surfaces. Real flower petals are not permitted on the floor in any room. Silk petals may be used (such as by the flower girl down the aisle). Flowers and other decorations should be placed in the church no earlier than four (4) hours prior to the time of the wedding.

Also, these decorations must be removed in a timely manner. In the case of a Saturday wedding, everything must be removed from the church immediately following the ceremony unless arrangements have been made to leave the flowers for Sunday morning worship service. All areas should be left as clean as they were found. Any variation of these policies must be approved by the Pastor and arrangements made with the church office. It is the joint responsibility of the Pastor and the couple to determine the final arrangements of decorations such as flowers and candles.

Candles may be used in the chancel area only. They must be of the dripleless variety and must be in a holder that will catch any drip which may occur. The floor, carpet, and furnishings must be thoroughly protected. The couple and the florist will be held directly responsible for cleaning of any wax from floors, carpet, and furnishings.

If the reception is to be held at the church, arrangements for set-up should be made with the church office as soon as possible. A good rule is for set-up to be four (4) hours prior to the scheduled completion of the reception. The reception must be over by 10:00pm. Custodial care will begin at 10:00pm.

A gift table should be set in the narthex and/or the reception area. A person should be assigned to take gifts from guests as they arrive. Taping cards to packages prevents them being separated. The guest book should be placed in an accessible location and preferably have two pens and two locations to expedite seating of guests.

The use of rice or confetti is not permitted on the church property. Bird seed may be used outside only under the condition that all walkways are swept afterward. Rose petals and bubbles may be used.

**BUILDING USE AGREEMENT
FOR NON-CHURCH GROUPS OR ACTIVITIES**

Name of Group _____

Name of Representative _____

Meeting Day and Time _____ Room _____

Group Description (Ages and no. of People) _____

Purpose of Meeting Type of Activities _____

Period of Agreement (if long term use is desired) _____

Expectations:

1. Facilities and equipment will be used responsibly and with care. Meeting space will be straightened and appropriately cleaned for the next say's use prior to departure. (This includes taking out trash if the kitchen is used.)
2. Prior agreement will be required to rearrange furnishings or equipment.
3. Any additional space or equipment may be used only with prior arrangements. Church supplies (supplies belonging to Sunday School classes, kitchen paper and foods, etc.) are not to be used without permission.
4. Any deviation from the scheduled meeting time will require notification of the church office.
5. Failure to comply with this agreement can result in expulsion from the facility without notice.

The person making any reservation and their guests are responsible for all accidents and injuries which occur during the subject event and which arise out of the scheduled activities. Persons making reservations must ensure that their activities are conducted in a safe and careful manner. The First United Methodist Church provides no security for events which are not church sponsored. Security is the expressed obligation and responsibility of the person making the reservation for use of the facilities. FUMC-C is not responsible for goods lost or stolen.

Group Representative _____ Date _____

Church Representative _____ Date _____

Total Payment Due: \$ _____

Deposit Received: \$ _____ Date _____

Balance Due: \$ _____

FIRST UNITED METHODIST CHURCH COMMERCE
WEDDING REQUEST

Name of Bride _____ Phone _____

Address _____

Name of Groom _____ Phone _____

Address _____

Is the Bride, Groom or Parent a member of FUMC-Commerce _____

Wedding Date _____ Time _____

Rehearsal _____ Time _____

Facilities desired: Sanctuary _____, Chapel _____, FMC _____, Nursery _____,
Classrooms _____, Sound System _____

Officiate _____ Phone _____

Consultant _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Organist/Pianist _____ Phone _____

Soloist _____ Phone _____

We agree to observe all rules for the wedding at FUMC-Commerce.

Signed _____ Date _____

This form must be completed and returned to FUMC-C in person before a firm date can be reserved.

FUMC-C has reserved the above dates for the wedding and rehearsal. These fees are due one week prior to the wedding date and do not include payments to the organist, pianist, soloist or others not associated with FUMC-Commerce.

Church Representative _____ Date _____

Total Anticipated Fees: \$ _____

Deposit Received: \$ _____ Date _____

Balance Due: \$ _____