

# *Wedding Policy, Procedures, Prices*

*Bee Creek United Methodist Church  
3000 Bee Creek Road Spicewood, TX 78669*

*Bee Creek United Methodist Church is pleased and honored to offer the Wedding Ministry for the very special occasion of Holy Marriage. Weddings are available for both our members and visitors to the congregation. The wedding ceremony is a worship service where the bride and groom pledge themselves to one another in the presence of God and begin their marriage with Christ as the foundation. The following policies and procedures have been formulated to help your wedding go as smoothly as possible.*

## *REQUIREMENTS FOR MARRIAGE AT BEE CREEK UMC*

- Completion of Pre-Marital Counseling Visits.*
- Meeting(s) with pastor prior to the ceremony.*
- Presentation of properly executed marriage license at the rehearsal.*
- A waiting period of at least six months following a divorce or death of a spouse shall be observed to allow for healing following the end of a previous marriage.*
- The church grounds are alcohol-free and the facilities are smoke-free. If alcohol is present on the premises, the officiating pastor reserves the authority to cancel the service.*

## *SCHEDULING THE WEDDING*

*Please contact the BCUMC Church Office, as soon as possible, regarding the date you wish to schedule. The Church Office will mark your date with a tentative notation. This may be done for members up to one year prior to the wedding. Non-members are welcome and may reserve their wedding date up to nine months in advance. The Director of Operations will confirm wedding dates, **after the non-refundable scheduling fee has been received.***

## *THE VENUES*

*Most weddings at Bee Creek UMC are held in the Worship Center. This warm and inviting facility will seat approximately **200 guests** and is available year-round. The Amphitheater is available, weather permitting, from spring until fall. This area would be usable for **400 guests**. Also, our pastor performs offsite weddings.*

*No childcare facilities are available. The Nursery may **NOT** be used. Children under the age of thirteen require adult supervision always. Children are not permitted to play anywhere inside the church before, during or after the wedding.*

### THE PASTOR

*It is ordinarily expected that one of the Pastors of Bee Creek UMC will officiate at the wedding. The pastor oversees pre-marriage counseling, the rehearsal and the wedding. Guest clergy may assist with the invitation of the Senior Pastor.*

### PRE-MARITAL COUNSELING

*The pastor expects to have at least **three to four pre-marital counseling sessions** with the bride and groom. These counseling sessions are required prior to the marriage ceremony. Each session is one hour in length. Topics include: communication, conflict resolution, financial management and experiencing God, among others. **Counseling fees are collected one week prior to the first session.** Please contact the BCUMC Church Office for more information.*

### DIRECTOR OF OPERATIONS

*The Director of Operations represents the church in coordinating the many details of the wedding and rehearsal within the church. Director responsibilities include: ensuring the wedding venue is ready for the rehearsal and wedding, unlocking rooms for the wedding party, coordinating audio set-up, arranging guest book podium, gift table, assisting pastor with rehearsal, orchestrating processional and recessional, monitoring time schedules related to the ceremony, arranging with the wedding party to ensure the church is cleaned after wedding, and overseeing any other facilitation needs within the church.*

*The Director of Operations will call to discuss plans and answer questions. He/She will assist with rehearsal and will be at the church during the designated event times. (Outside wedding consultants will be welcome during the ceremony and rehearsal in an advisory capacity only - please have them contact the Director of Operations.)*

### WEDDING MUSIC

*The Church Pianist is the only person authorized to play the church piano for weddings, unless special arrangements have been made. He/She is informed of the date as soon as the BCUMC Church Office schedules the wedding. He/She will be in contact within two weeks of deposit being received in the office and again at least six weeks prior to the wedding to discuss the music. Payment of the Pianist's fee should be made by check (payable to the Pianist) through the church office, **two weeks prior to rehearsal.** If another Pianist, other instrumentalists, sound operator or light operator is desired for the wedding, special rules apply. **It is the bridal couple's responsibility to contact the Director of Operations, as soon as possible, to make these arrangements.***

*Rehearsal with the soloists shall be made by appointment. An additional accompanist fee will be charged for extra rehearsal time. Vocal and/or instrumental music selected by the vocalist or instrumentalists must be provided for the Pianist. (No photocopies please.)*

### THE DRESSING ROOMS

*The bride and her party may dress at the church in Cabin 2. Customarily, the groom's party dresses away from the church, however, a cabin will be available. It is the responsibility of the bride and groom to arrange for the care of the property, as well as the wedding party before, during and after the wedding. Which includes removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest or any vendor serving the wedding. **There will be an additional charge of \$50 an hour if you request the cabin longer than 3 hours.***

### MARRIAGE LICENSE

*The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. **The license is to be given to the Director of Operations at the rehearsal.***

### WEDDING PARTY

*It is important the exact times indicated for the rehearsal and wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated.*

*All members of the wedding party and friends should be reminded: **Smoking is not permitted inside the church. No alcoholic beverages are permitted in the church or on the church grounds.***

### PHOTOGRAPHERS / VIDEOGRAPHERS

*BCUMC encourages the couple to employ a professional photographer for the wedding. No flash photos are permitted following the processional. The photographer must remain in one position during the ceremony. Flash photos may once again be taken during the couple's recessional. **The photographer may not come any earlier than the designated times listed in the paragraph entitled Scheduling Your Wedding.***

*Requests are often made to videotape wedding services. The wedding party is responsible for providing personnel for this service. The camera must be placed on a tripod in an inconspicuous position.*

### FLOWERS AND DECORATION

*In the Worship Center altar flowers are to be provided by the bride. Decorations of any kind may not be attached to the walls, rows, (chairs), or any other furniture by gluing, nailing, pinning or taping. The bride and florist should consult with the Director of Operations regarding the way decorations may be placed on the end of the rows and along the center aisle. All decorations, flowers, candles, etc. must be removed from the facilities immediately following the service.*

*No flowers or decorations belonging to the church may be moved. The florist may not arrive earlier than the designated times listed in the paragraph entitled "Scheduling Your Wedding".*

#### CANDLES

*In the Worship Center the worship candles on each side of the altar will be in place for the wedding. If the couple chooses to rent candelabras, spring-loaded candles must be used or the candles must be placed inside a hurricane glass. Aisle candles are permitted in hurricane lamps only.*

#### UNITY CANDLES

*If the bride and groom desire a unity candle, it will be their responsibility to provide all supplies (i.e. unity candle, two tapes and candleholders.) These candles must be smokeless and dripless. The lighting will be officiated by the pastor.*

#### RECEPTION

*The kitchen is available for preparation of refreshments. It is expected the caterers or individuals will leave it clean and arranged in the same way, in which it was found. Refrigerator space may be utilized. Tables of various sizes are available, but you must arrange with the Director of Operations for their use. No alcoholic beverages may be served. All receptions that extend beyond a time of two hours after the wedding hour will involve an additional charge for the space. The Director of Operations does NOT assist at the reception, if it is held at the church.*

#### RESTRICTIONS

*Confetti, rice and birdseed are not to be distributed and / or thrown inside or outside of the church. Only bubbles used outside the church may be used for this tradition.*

#### WEDDING CONTRACT

*The contract is required to ensure the agreement between the parties. The scheduled dates and time are plainly stated, as well as the names of the bride and groom.*

#### FINANCIAL RESPONSIBILITIES AND FEES

*A non-refundable deposit is due at the time the date is reserved and the contract is signed for church wedding. The remaining balance must be in the church office on the Monday, the week before the wedding day. Please make all payments in the form of checks payable to each person performing the task.*

*Schedule of Wedding Fees Based on a Three-Hour Rental*

*\*Special rates may apply to current and active members\**

*Wedding in Worship Center*

200 guests

<i>Scheduling Fee - rehearsal and wedding - due at contract signing (non-refundable)</i>	\$150.00
<i>Venue Fee - due at contract signing (non-refundable)</i>	\$150.00
<i>Premarital Counseling Course - due one week prior to session</i>	\$150.00 - \$200.00
<i>Use of Sanctuary - ½ due at contract signing (non-refundable) Remainder due one week prior to wedding</i>	\$800.00
<i>Services of Pastor - due one week prior to wedding (wedding and rehearsal)</i>	\$250.00
<i>Accompanist - due one week prior to wedding</i>	\$250.00
<i>Director of Operations - due at contract signing</i>	\$200.00
<i>Audio Technician (Includes Rehearsal) - due one week prior to wedding</i>	\$75.00
<i>Use of the Sunrise Room - due one week prior to wedding</i>	\$150.00
<b><i>TOTAL</i></b>	<b>\$2,225.00</b>

*Wedding in Amphitheatre*

400 guests

<i>Scheduling Fee - rehearsal and wedding - due at contract signing (non-refundable)</i>	\$150.00
<i>Venue Fee - due at contract signing (non-refundable)</i>	\$150.00
<i>Premarital Counseling Course - due one week prior to session</i>	\$150.00 - \$200.00
<i>Use of Amphitheatre - ½ due at contract signing (non-refundable) Remainder due one week prior to wedding</i>	\$400.00
<i>Services of Pastor - due one week prior to wedding (wedding and rehearsal)</i>	\$250.00
<i>Accompanist - due one week prior to wedding</i>	\$250.00
<i>Director of Operations - due at contract signing</i>	\$200.00
<i>Use of the Sunrise Room - due one week prior to wedding</i>	\$150.00
<b><i>TOTAL</i></b>	<b>\$1,750.00</b>

Offsite Weddings

<i>Scheduling Fee - due at contract signing</i>	<i>\$50.00</i>
<i>Premarital Counseling Course - due one week prior to session</i>	<i>\$150.00 - \$200.00</i>
<i>Services of Pastor - due one week prior to wedding (wedding and rehearsal)</i>	<i>\$350.00</i>
<i>Mileage to Offsite @ .58 a mile</i>	<i>TBD</i>
<b><i>TOTAL</i></b>	<b><i>\$550.00</i></b>
<i>Services of Director of Operations, if needed - due at contract signing</i>	<i>250.00</i>

Make Checks Payable to The Following:

<i>Scheduling Fees -Director of Operations</i>	<i>Linnea Falk</i>
<i>Venue Fee - Bee Creek United Methodist Church</i>	<i>BCUMC</i>
<i>Premarital Counseling Course - Officiating Pastor</i>	<i>Pastor Wilson or Pastor Matt</i>
<i>Wedding/Rehearsal Services of Pastor - Officiating Pastor</i>	<i>Pastor Wilson or Pastor Matt</i>
<i>Wedding and Rehearsal Services of Director of Operations</i>	<i>Linnea Falk</i>
<i>Accompanist - Musicians</i>	<i>TBD</i>
<i>Audio - Visual</i>	<i>TBD</i>
<i>Use of Sunrise Room</i>	<i>BCUMC</i>

*These fees are in effect as of Fall 2020 and are subject to change until the BCUMC Church Office receives the signed contract and/or if the rental time exceeds three hours.*