



*Your Wedding at*

*Northern Hills*

*United Methodist Church*

# **Your Wedding At Northern Hills UMC**

The congregation, clergy, and staff are honored that you have chosen Northern Hills United Methodist Church for the worship service of your wedding.

The marriage ceremony is one of the most sacred of all rituals of the church. A wedding is a celebration: an outward, visible sign of the grace God gives two persons who pledge themselves to one another and are united by God in Holy Marriage.

We want to assist each bride and groom in making their wedding a memorable and meaningful event. Because of the significance of this event, any couple being married at Northern Hills must be Christian and desire a Christian service.

We will work closely with you through the planning stages so that your wedding will be a joyous celebration of your life and love.

It is our prayer that God, the Giver of life and love, will bless your life together as you share your vows with each other and with God.

The following information and policies have been compiled to answer many of your questions and concerns. We will be happy to answer any other questions you may have and to help you in any way possible. Your wedding day is very special to you and to us!

## **The Pastor**

One of the Northern Hills pastors will normally officiate at all wedding ceremonies. Our Senior Pastor must approve any request for a pastor not on the staff.

At least six weeks prior to the wedding date, the bride and groom are expected to contact the officiating pastor to meet with him. This time is an important aspect of preparation for marriage and, because of the great demands on our pastors' time; all meetings are held during office hours on weekdays.

## **The Wedding Coordinator**

All weddings scheduled at Northern Hills will require the services of our coordinator. The coordinator will serve as the liaison to the church staff, including pastors, soloists, sound technician, custodian, and others as needed. The coordinator will explain church policies and procedures and will be responsible for their implementation. The coordinator will be in charge of the rehearsal, will be present at the wedding and will coordinate the delivery and placement of the flowers for the ceremony.

Your coordinator is aware of the church's policies concerning the use of candles, decorations, placement of flowers, photography, and any clean up that is expected. The coordinator is also familiar with the facilities available, such as which rooms are used as dressing rooms, provisions, etc.

Another duty of the church wedding coordinator is to supervise the rehearsal. At Northern Hills, the pastors do not usually attend rehearsals. The coordinator will walk the

families and wedding party through the ceremony and will help everyone with the details involved (including where to stand, when to turn, how to usher, etc.)

The bride & groom should use the rehearsal to finalize all their decisions about the ceremony. The coordinator can answer any questions that the participants may have.

On the day of the wedding, the goal of the wedding coordinator is to relieve the bride from as much apprehension as possible. The coordinator will have a copy of all the finalized plans and schedule, and will be available to the wedding party and families (2) hours before the wedding to help with any last minute details.

## Marriage Preparation Classes

At the discretion of the attending pastor.

## Reservations

Weddings may be scheduled up to a year in advance. A fully complete and signed *Request for Wedding Date Reservations*, along with \$300 deposit, must be submitted for approval. *This deposit is not part of cost for the wedding.* After approval (usually 1-2 weeks), the bride will be notified. At this time, the wedding and rehearsal dates and times are put on the church calendar. The deposit will be refunded approximately 2 weeks after the wedding date, assuming no damages have occurred. The deposit is a separate amount and is not part of the wedding fee.

It is best if you schedule your wedding twelve months in advance.

Your wedding reservation holds the Sanctuary for your use for a total of four hours beginning two hours prior to the time of the ceremony.

Weddings will not be scheduled on the following days: New Year's Day, Independence Day, Thanksgiving Day weekend, Christmas Day, Holy Week (Palm Sunday through Easter), Labor Day, during Annual Conference (around the first weekend in June) and never on Sunday.

## Fees

**ALL FEES HAVE TO BE PAID IN FULL AT LEAST NINETY (90) DAYS PRIOR TO THE WEDDING DATE. NO EXCEPTIONS!** (See attached list) **THE WEDDING WILL BE CANCELED AND REMOVED FROM THE CHURCH CALENDAR IF THE FEES ARE NOT RECEIVED BY THE DUE DATE.**

Checks are made payable to Northern Hills United Methodist Church and should be sent to the wedding coordinator in care of Northern Hills Church.

## Facilities Available

Weddings:

**Room:**

Sanctuary

Outside

**Seating Capacity:**

250 (possibly 270)

Standing Room Only

The use of confetti, rice or birdseed is strictly prohibited inside or outside of the church. Bubbles may be used outside the building.

Rooms convenient to the Sanctuary are available for the bride and her attendants, and the groom and his attendants to dress.

Food and beverages are **not allowed** in the Sanctuary. Bottled water may be brought into the other areas.

The wedding party is responsible for all personal items (jewelry, purses, etc.) brought on campus.

## Selecting Music

Music has always been part of the wedding ceremony. Not only is this traditional, it is a means of expression and worship. Therefore, only music suitable for the occasion should be considered.

The organist/pianist of this church will be available if her services are desired. Other organists/pianists may be used if approved by the church organist.

## Ring Bearer & Flower Girl

If selecting children to participate in the ceremony, consideration should be given to insure that the dignity and reverence of the worship service is maintained. The recommended minimum age is five years. Only silk flower petals may be used.

## Photography

While pictures are important, you will not want anything to detract from your wedding. **Photographers must be unobtrusive at all times.** Since the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to revere the ceremony

and the sacred place. The photographer, his or her assistant and the videographer, if one is used, are expected to take directions from the NHUMC Pastor and Wedding coordinator. **It is church policy that photographs are not to be taken during any worship services. No cameras or flash may be used once the mother of the bride is seated.** Please inform your guests about this policy to avoid distraction during the ceremony and print it in the Order of Worship (Bulletin) if one is used.

1. Pictures of the wedding party in the church are normally taken immediately following the ceremony but may be taken beforehand, if requested by the bride. If taken before the ceremony, the wedding party must vacate the Sanctuary at least 35 minutes prior to the service.
2. The photographer may take flash pictures in any part of the building up to 35 minutes before the beginning of the service and at the conclusion of the service, after the bridal couple has reached the center aisle.
3. During the ceremony, no flash pictures may be taken at any time in the Sanctuary from the main floor or altar area.
4. Videography must be done with the building's existing lighting. Additional lighting may not be set up or added.
5. The photographer is cautioned against damages resulting from standing on the pews/chairs or placing camera equipment on the pews/chairs or other furniture of the church. The bride will be held responsible for any damage caused.
6. As these stipulations must be strictly adhered to, **it is the responsibility of the bride and groom to share our church's policies with potential photographers before ultimately hiring one.** The photographer and videographer must sign the following statement signifying reading of and agreement with these policies, as the sanctity of the Christian ceremony must be respected.

## Light & Sound System

Because the sound system is very sophisticated, it requires a trained operator. The sound operator can also control special lighting effects. He/she will be available one hour prior to the wedding to do microphone checks for soloists and guest pastors.

## Rehearsals

**Bring your marriage license to the rehearsal and give it to the wedding coordinator.** The wedding coordinator will be in charge of the rehearsal and will schedule the time of the rehearsal at her discretion. An outside wedding consultant (if you are using one) may be present but does not preside. Only one hour is reserved in the Sanctuary for the coordinator to conduct the wedding rehearsal, therefore, **IT IS VERY IMPORTANT THAT REHEARSALS BEGIN AND END PROMPTLY!**

It is suggested that you tell your wedding party to arrive 15 minutes in advance as a safeguard against traffic delays.

It is expected that all those who will be participating in the wedding party be in attendance at the rehearsal and fully cooperate with those directing the rehearsal. If at all

possible, parents of the bride and groom should be in attendance as well if they are to participate in the use of the Unity Candle or any other function other than being seated by an usher at the wedding.

The rehearsal is designed to familiarize the wedding party with the ceremony and enhance the beauty and comfort of the occasion.

Any attending family or friends are asked to respect the seriousness of the rehearsal, and the need for their cooperation.

The wedding coordinator will refuse to conduct the rehearsal if any of the participants are under the influence of alcohol or drugs.

## Sanctuary Decorations

Furniture in the Sanctuary may not be moved without permission. During certain times of the Christian year the Sanctuary may have seasonal decorations or hangings in the Chancel area. These decorations may not be moved.

All decorations brought in for the wedding must be removed immediately following the ceremony. Do not use tacks, pins, nails, glue or staples to fasten any decorations to the furniture or walls in the buildings. The wedding party should call the Wedding Coordinator one week prior to the wedding to set a time to decorate the church, and for all floral deliveries.

Decorations must be completed two hours before the ceremony and be pre-approved by the Wedding Coordinator. **The florist/wedding party will remove all decorations and equipment** in the Sanctuary following the ceremony and photographs.

## Flowers

The flowers may be delivered the day of the wedding. The florist is to inform the Wedding Coordinator when the flowers will be delivered at least 24 hours prior to the wedding. If the bride wishes to leave the flowers for the Sunday worship service, it is important this request be made known to the Wedding coordinator at least one week in advance to allow proper acknowledgement in the Sunday bulletin. The Wedding Coordinator has the final decision regarding the appropriateness of the wedding decorations.

**PLASTIC MUST BE PLACED UNDER ALL FLOWER ARRANGEMENTS.** No carpentry work is permitted within the building and no temporary construction may be brought in. No decorations may be placed on the organ or piano.

During the summer season, the buildings are pre-cooled to comfortable temperature two hours before the ceremony. Any flowers that would be damaged by heat should be planned for delivery after this time.

NHUMC does not have candelabras, but if your florist brings them in, then the candles used must be dripleless. Plastic floor and table coverings are to be placed under all candelabras. Candles may only be used in the chancel area. For safety's sake, **CANDLES ARE NOT USED IN THE AISLES.** Unity candles with appropriate candle stand may be used and placed in the chancel area if desired.

**Silk flower petals** may be used sparingly in the aisle, if desired.

## Cancellations/Rescheduling

We will only reschedule the wedding date one (1) time. When a wedding reservation is cancelled up to **three months** before the date, \$100 of the deposit is returned. If the wedding reservation is cancelled **less than 3 months** before the wedding, no part of the deposit is returned.

## Reminders

All decorations provided by the wedding party should be removed expeditiously. All personal items should be removed from the dressing areas and Sanctuary.

If a unity candle was used, remember to allow it to cool and the wax to settle before removing it.

**NO VALUABLES** should be left in the dressing area.

On the day of the wedding, your reservation begins 2 hours before the ceremony and continues until one (1) hour after the conclusion of the ceremony.

## Respect for the Church

Smoking, consumption of alcoholic beverages, or possession of any illegal substances or firearms are not permitted on the premises. **THE WEDDING COORDINATOR AND PASTOR HAVE THE RESPONSIBILITY TO CANCEL A WEDDING IF A MEMBER OF THE PARTY IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.** For reasons of safety, rice and birdseed may not be used or thrown during or after the wedding ceremony. Only bubbles may be used and only outside.

## Wedding Fees

Sanctuary	\$1,200.00
Outside	\$750.00

These fees are all-inclusive which includes: the honorarium for the Pastor, Wedding Coordinator, Pianist, Janitor and Sound Person. **If a soloist is used, that is the responsibility of the wedding party.**

*In order for your wedding to be approved and put on the church calendar, the office must receive the deposit, the signed Request, the signed Photography page and the signed Florist page.*

ALL FEES HAVE TO BE PAID IN FULL AT LEAST NINETY (90) DAYS PRIOR TO THE WEDDING DATE. THE WEDDING WILL BE CANCELED AND REMOVED FROM THE CHURCH CALENDAR IF THE FEES ARE NOT RECEIVED BY THE DUE DATE. Checks are made payable to NHUMC and should be sent to the Wedding Coordinator.

PLEASE RETAIN THESE PAGES TO USE AS REFERENCE.



**WEDDING REQUEST FORM**  
**Northern Hills United Methodist Church**  
**3703 N. Loop 1604 E.**  
**San Antonio, TX 78247**  
**(210) 654-0881**

REQUESTED BY:

Contact Person \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (home) Date of Request: \_\_\_\_\_

BRIDE:

GROOM:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Home Church: \_\_\_\_\_ Home Church: \_\_\_\_\_

Couples' Address after Wedding: \_\_\_\_\_

WEDDING INFORMATION:

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: Sanctuary \_\_\_\_\_ Outside \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: Sanctuary \_\_\_\_\_ Outside \_\_\_\_\_

\_\_\_\_\_ # Bridesmaids \_\_\_\_\_ # Groomsmen \_\_\_\_\_ # Guests Rings: \_\_\_\_\_ Single \_\_\_\_\_ Double

Flower Girl: \_\_\_\_\_ Yes \_\_\_\_\_ No Ring Bearer: \_\_\_\_\_ Yes \_\_\_\_\_ No Dress at: \_\_\_\_\_ Home \_\_\_\_\_ Church

Who will give the Bride away: \_\_\_\_\_

Pastor: \_\_\_\_\_ Assistant: \_\_\_\_\_

Holy Communion: \_\_\_\_\_ Yes \_\_\_\_\_ No

Unity Candle: \_\_\_\_\_ Yes \_\_\_\_\_ No

Florist: \_\_\_\_\_ Photographer: \_\_\_\_\_

**Church Fees and Guidelines for Wedding.**

A \$300 deposit check (additional to the rental fee) must be submitted with this form. This assures us of your intent to have your wedding on the date approved. If your requested wedding and rehearsal dates and times are not available, we will return the deposit as soon as possible. The deposit of \$300 will be refunded approximately 2 weeks after the wedding date, assuming no damages have occurred.

When your wedding and rehearsal dates are approved, YOUR CHECK WILL BE DEPOSITED.

Fees noted on the attached page, **HAVE TO BE PAID IN FULL AT LEAST NINETY (90) DAYS PRIOR TO THE WEDDING DATE. NO EXCEPTION! THE WEDDING WILL BE CANCELED AND REMOVED FROM THE CHURCH CALENDAR, IF THE FEES ARE NOT RECEIVED BY THE DUE DATE.** Fees for additional items not noted on the attached page, are handled separately from the church fees and should be discussed with the wedding coordinator and organist as applicable.

If you have additional questions not addressed on this form or in the wedding packet, please contact the wedding coordinator through the church office, 654-0881.

*By signing and returning this form, you are confirming that you have read, understand and agree to abide by the material enclosed.*

Signature Bride	Signature Groom
Date	Date

\*\*\*(Please retain a copy for yourself and send the original copy to the church.)\*\*\*

Return this completed form, with \$300 deposit check made payable to Northern Hills UMC.

Northern Hills UMC  
 Attn: Wedding Coordinator  
 3703 N. Loop 1604 E.  
 San Antonio, TX 78247

Sanctuary:\_\_\_\_\_ Outside:\_\_\_\_\_

Fee:\_\_\_\_\_ Deposit:\_\_\_\_\_ Ck # \_\_\_\_\_

Wedding date/time:\_\_\_\_\_

Rehearsal date/time:\_\_\_\_\_

Staff Approval:\_\_\_\_\_

OFFICE USE ONLY

## Photography

While pictures are important, you will not want anything to detract from your wedding. Photographers must be unobtrusive at all times. Since the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to revere the ceremony and the sacred place. The photographer, his or her assistant and the videographer, if one is used, are expected to take directions from the NHUMC Pastor and Wedding coordinator. **It is church policy that photographs are not to be taken during any worship services. No cameras or flash may be used once the mother of the bride is seated.** Please inform your guests about this policy to avoid distraction during the ceremony and print it in the Order of Worship (Bulletin) if one is used.

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Please read, sign and return this page with wedding request form:

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Photographer: \_\_\_\_\_ Date: \_\_\_\_\_

Videographer: \_\_\_\_\_ Date: \_\_\_\_\_

# Flowers

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**Silk flower petals** may be used sparingly in the aisle, if desired.

**Please read, sign and return this page with the wedding reservation.**

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Florist: \_\_\_\_\_ Date: \_\_\_\_\_