



WEDDING GUIDELINES AND POLICIES

Oak Lawn United Methodist Church
3014 Oak Lawn Avenue, Dallas, TX 75219
(214) 521-5197
oaklawn@olumc.org

Congratulations on your engagement and upcoming wedding!

We are pleased that you have given Oak Lawn UMC an opportunity to share in this joyful and sacred occasion with you. Our goal is to provide both the personnel and the setting which will uphold the sacredness of the service of Christian marriage. The ministers and staff of this church are ready to assist you so that your wedding will be an inspiring Christian worship experience.

Serious study and careful judgments have gone into the preparation of the church's wedding policies. You are urged to study the following material carefully and to cooperate fully in upholding the high standards of this church.

SCHEDULING YOUR WEDDING

All inquiries regarding weddings shall be made to the church's Administrative Assistant. Tentative dates may be cleared by phone ((214) 521-5197 ext. 115) or e-mail (oaklawn@olumc.org); a date can be held for one week without a deposit. After that time, a deposit must be made to secure the date on the church's calendar.

Weddings are scheduled only on Saturdays and are to begin no later than 8:00 p.m.

Weddings will not be scheduled on:

- Sundays or days when there are scheduled worship services
- New Year's Eve and Day
- Palm Sunday Weekend
- Holy Week
- Easter Weekend
- Thanksgiving Day and Weekend
- Christmas Eve and Day
- Any other church holiday

If these holidays are adjacent to weekends, the weekend should be avoided. If the wedding is scheduled during the adjacent weekends, the Minister, Organist, Church Representative, and Custodial fees are charged at our holiday rate.

Weddings can be scheduled up to 15 months in advance. All weddings must be booked at least 3 months in advance.

You must be a member in good standing of Oak Lawn UMC at least 12 months prior to reserving the church to receive member status.

Once your wedding date is confirmed, your rehearsal will be scheduled for 6:00 p.m. on the day prior to your wedding and will be set to last one hour. If there is another wedding scheduled, the rehearsal will be set at 7:00 p.m.

Any changes in the rehearsal time and/or wedding time must be scheduled through the church's representative.

Weddings begin promptly at the scheduled time, no exceptions. We strongly encourage you and your wedding party to arrive approximately 15 minutes prior to the scheduled rehearsal time. The wedding party should have the marriage license ready to give the minister, at or before the time of the rehearsal.

The pastor conducting your wedding will also conduct your one-hour rehearsal. Outside wedding coordinators/planners are welcome; however, outside consultants must comply with the direction of the church's representatives at all times.

If you choose to have communion during your ceremony, the entire congregation must be invited to partake in the communion.

FACILITIES

Weddings may be scheduled in our Sanctuary, which has a capacity of 450.

Dressing rooms for the bride, groom, and attendants are available. The bride's room will be locked by church staff prior to the ceremony and reopened after the wedding. The church will not be responsible for personal items such as wedding dresses, wraps, coats, purses, etc., which are brought to the church in preparation of the wedding and, therefore, will not be held liable if such items are lost or stolen.

No food or drink is allowed in the Sanctuary.

You will have access to the building for two hours before and for one hour after the wedding. An additional fee may be charged for weddings requiring extra time or the services of two custodians.

All church facilities must be left in the condition in which they are found and care must be taken by the wedding party to protect church furnishings.

CODE OF CONDUCT

The couple being married will be responsible for ensuring that all members of the wedding party, family, and friends behave in a manner appropriate for a worship service. Absolutely no alcohol, illegal drugs, or firearms are allowed in the church building or on the church property, grounds, or parking lot. No member of the wedding party under the influence will participate in the rehearsal or wedding.

Smoking is not permitted in the church building or on the church grounds.

MARRIAGE PREPARATION SESSIONS

All couples are required to attend three marriage preparation sessions. The sessions will be scheduled between you and the pastor conducting your wedding.

PASTOR

Guest Pastors from other United Methodist churches may, at the discretion of the Senior Pastor, officiate at the wedding ceremony. Upon invitation of the Senior Pastor, ministers from other denominations may assist our Oak Lawn pastor. The Service of Christian Marriage found in the United Methodist Hymnal must be followed and the policies of the church observed. Our pastor will oversee the rehearsal and wedding.

MUSIC

The music used in the wedding must be within the standards of worship and dignity of the ceremony. There is a wealth of beautiful and fitting music, both vocal and instrumental, suitable for the wedding ceremony. It is your responsibility to contact the Organist of Oak Lawn UMC to discuss your selections 4-6 weeks before your wedding date.

The Organist of Oak Lawn UMC will be the organist for your wedding. If the Organist is unavailable, the church will provide another organist. A guest soloist is welcome; however, there may be an additional fee assessed for extra rehearsals. The Organist of Oak Lawn UMC must approve all music selections and the use of other musical instruments. Pre-recorded tapes and/or CDs are not permitted.

FLOWERS AND DECORATIONS

The Oak Lawn UMC sanctuary requires very little decoration. Wedding decorations should not detract from the symbols of the church. The placement of all the sanctuary's furnishings is set by the church and they may not be moved. Furnishings include the cross, Bible, pulpit, altar, paraments, pulpit chairs, hymnals, and pew Bibles and hymnals.

Flowers may be placed either:

- On the two outside posts on either side of the chancel area
- In the center back of the choir loft against the back wall

No flowers may be placed on the altar, piano, or organ.

No aisle cloths or runners may be used.

Only silk flower petals may be thrown.

Only bubbles may be used when exiting the church.

Nails, tacks, staples, clamps, pins, or anything with can mar the woodwork or walls may not be used. Pew bows may be attached with ribbon only.

No candles may be used outside the chancel area. Oak Lawn UMC has two candelabras and a unity candle that may be used in the chancel area during the wedding at the discretion of the church's representatives.

The florist is expected to remove all decorations and equipment immediately following the ceremony and leave the altar clean.

The church property must be left in the condition in which it was found. The florist will be held responsible for any damages. The church reserves the right to exclude particular florists.

The couple must provide these rules and regulations to the florist of their choice.

PHOTOGRAPHY AND VIDEOGRAPHY

Photography is an important part of your wedding day. Oak Lawn UMC and its staff wish to cooperate with you in every way possible. We expect you to follow our policies regarding wedding photography.

All photographers, amateur and/or professional, are asked to respect the ceremony and the church. Photographers may take pictures freely before and after the ceremony in any part of the building.

At no time and under no conditions shall flash photographs be taken or video recording lighting equipment be used while the ceremony is in progress. A few time exposure pictures may be taken from the center balcony of the sanctuary during the ceremony, provided there is no noise, distraction, or movement.

Placement of video equipment must not detract from the worship service and must be approved by the church's representative.

Following the ceremony, the wedding party may return to the sanctuary for pictures, at which time flash and other lighting equipment may be used. The photographer should limit post-wedding photography time to 30 minutes.

Pictures of the wedding party may be taken in the foyer or in the rear aisle of the church before and during the processional and recessional, provided that the photographer stays behind the congregation and does not delay the wedding. The photographer must check with the church's representative for information about the exact areas from which photographs may be made at these times.

Oak Lawn UMC reserves the right to exclude particular photographers and videographers.

The couple must furnish these rules and regulations to the photographer and/or videographer of their choice.

WEDDING FEES

Member: \$900

Non-Member: \$1,800

An initial deposit of \$500 towards your balance is due within seven days after booking in order to secure your wedding date. The deposit can be refunded in full up to three months before the date of the wedding in case of cancellation. The deposit is non-refundable after that time.

The fee includes all expenses related to the wedding, except for guest pastors and additional musicians. Final payment is due one month prior to the wedding date – no exceptions.

Fees do not include additional charges for holidays, per Senior Pastor's discretion.

YOUR RESPONSIBILITY

I have read and received a copy of the Wedding Guidelines and Policies and the Wedding Contract of Oak Lawn UMC. I will review these guidelines and policies and discuss them with my wedding party, florist, photographer, and wedding coordinator so that there will not be any misunderstandings or deviation from them.

My fiancé and I agree to attend the marriage preparation sessions as discussed above.

I understand the Wedding Fees as outlined in the Wedding Guidelines and Policies and Wedding Contract and agree to pay these fees. I understand that my initial deposit of \$500 will not be refunded if the wedding is canceled within three months of the wedding date. I also understand that final payment of the remaining balance is due one month prior to the wedding date.

Spouse 1: _____

Date: ____/____/____

Spouse 2: _____

Date: ____/____/____



WEDDING RESERVATION FORM

Oak Lawn United Methodist Church
3014 Oak Lawn Avenue, Dallas, TX 75219
(214) 521-5197
oaklawn@olumc.org

SPOUSE'S INFORMATION

Member

Non-Member

Name: _____ Phone: _____

Address: _____

E-mail address: _____

SPOUSE'S INFORMATION

Member

Non-Member

Name: _____ Phone: _____

Address: _____

E-mail address: _____

PAYOR INFORMATION (IF NOT SPOUSE)

Member

Non-Member

Name: _____ Phone: _____

Address: _____

E-mail address: _____

REHEARSAL AND WEDDING INFORMATION

Wedding Date: ____/____/____ Time: _____

Rehearsal Date: ____/____/____ Time: _____

Officiating Pastor: _____

Guest Pastor: _____ Phone: _____

Address: _____

E-mail address: _____

FEES

Deposit Received: \$ _____ Date Paid: ____/____/____

Balance Due: \$ _____ Date Paid: ____/____/____ Date Paid: ____/____/____

Name and Address where refund will be sent: _____



WEDDING CONTRACT

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Serious study and careful judgments have gone into the preparation of the church's wedding policies. You are urged to study the following material carefully and to cooperate fully in upholding the high standards of this church.

A \$500 deposit will be required at the time the wedding is booked at Oak Lawn UMC, which will be refunded in full in case of cancellation up to three months before the wedding date. After this time, the deposit is non-refundable.

Initials: _____

Weddings and wedding rehearsals are scheduled for specific times. At times, there are multiple weddings scheduled for the same day; therefore, the scheduled events must begin on time. Rehearsals are limited to one hour. If there is to be a guest pastor, the guest pastor must be present at the rehearsal.

Initials: _____

Only an ordained United Methodist Minister may officiate a wedding at Oak Lawn UMC. If you or your family desires a minister from another denomination, the minister of that denomination may assist the Oak Lawn UMC Pastor, with permission of the Oak Lawn UMC Senior Pastor.

Initials: _____

Only the Organist of Oak Lawn UMC is authorized to play the organ. Only a substitute approved by the Organist of Oak Lawn UMC will be allowed to play for weddings where our organist is not available. The Organist of Oak Lawn UMC must approve all musical selections.

Initials: _____

An additional fee may be assessed for soloists due to extra rehearsals, or for having the Organist of Oak Lawn UMC make a key change when transposing music.

Initials: _____

No alcoholic beverages, illegal drugs, or firearms are allowed on the church premises. There is no smoking, including e-cigarettes, allowed on the church premises.

Initials: _____

The Pastor representing Oak Lawn UMC, the Organist, or another church representative will be in complete charge of the rehearsal and the wedding. Outside wedding coordinators, consultants, and other persons of similar position must confer in advance with the church representative and/or the Pastor performing the wedding ceremony. Such outside consultants must comply with the direction of the church representative at all times.

Initials: _____

The Oak Lawn UMC Custodian will provide access to the building for two hours before and for two hours after the wedding. No other access to the building will be allowed without prior arrangement with the church's representative. An additional fee may be charged for weddings requiring extra time or the services of two custodians.

Initials: _____

We have read and understand the policies relating to flowers and decorations, as well as the general building policies, and agree to comply with them. We also agree to provide a printed copy of these policies to the florist of our choice. We understand that failure to comply with these policies may result in the forfeiture of our deposit.

Initials: _____

We have read and understand the policies relating to videos and photographs during the wedding ceremony and agree to comply with them. We also agree to provide a printed copy of these policies to the photographer and/or videographer of our choice. We understand that failure to comply with these policies may result in the forfeiture of our deposit.

Initials: _____

We understand that a representative of Oak Lawn UMC must approve any time changes made after the wedding reservation is made.

Initials: _____

We acknowledge that a representative of Oak Lawn UMC reviewed these items with us prior to the wedding reservation being made. Any issues, concerns, or questions have been addressed.

OLUMC Representative: _____

Spouse 1: _____

Spouse 2: _____



WEDDING PHOTO RELEASE FORM

Oak Lawn United Methodist Church
3014 Oak Lawn Avenue, Dallas, TX 75219
(214) 521-5197
oaklawn@olumc.org

Permission to Use Wedding Photographs

Date of Wedding: ____/____/____

I grant to Oak Lawn United Methodist Church, its representatives, and its employees, the right to take photographs of our wedding and our property in connection with the above-identified wedding date. I authorize Oak Lawn United Methodist Church, its assigns, and its transferees to copyright, use, and publish the same in print and/or electronically.

I agree that Oak Lawn United Methodist Church may use such photographs of us with or without our names and for any lawful purpose, including such purposes as publicity, illustration, advertising, and online content.

I have read and understand the above:

Signature: _____

Printed Name: _____

Organization Name (if applicable): _____

Address: _____

Date: ____/____/____



WEDDING FEE SCHEDULE

Oak Lawn United Methodist Church
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Wedding Fee for OLUMC Members	\$900.00
Wedding fee for Non-Members	\$1800.00
Each extra rehearsal with organist/soloist	\$100.00
Each extra hour of premarital counseling	\$100.00
Each extra hour of custodial time	\$30.00
Use of Fellowship Hall as reception space	\$400.00
<i>(includes use of space, setup/tear down, linens, laundry service, water, tea, coffee, and coordination with caterer)</i>	