



*Your
Wedding*

at Munger Place Church



*W*e are grateful that you have given Munger Place Church an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide both the personnel and the setting which will uphold the sacred and magnify the joy that characterizes all Christian worship, most especially the service of Christian marriage.

We will be working diligently to enable you to experience your wedding as a true spiritual celebration. In so doing, we will take seriously your own personalities and experiences, while at the same time maintaining Christian integrity in traditions that have enriched the marriages of countless generations of people who have preceded us.

The opening words of the order of the service of marriage begin “Dearly Beloved, we are gathered here in the sight of God...” We will do our best to enhance the consciousness of God’s presence, both in your minds and in the minds of those who share in the service. The opening statement also contains these words: “to join together this man and this woman in holy matrimony.” These words remind us that each person is an individual with unique needs and feelings. Through listening with concern and providing careful guidance, we hope the way in which we serve you will clearly demonstrate the warmth and caring of the members of this congregation.

At a place called Cana of Galilee, Christ “adorned and beautified” a wedding with His presence. Through our assistance with your wedding, we hope that you and all concerned will experience His Presence again.

Munger Place Church
Dallas, Texas

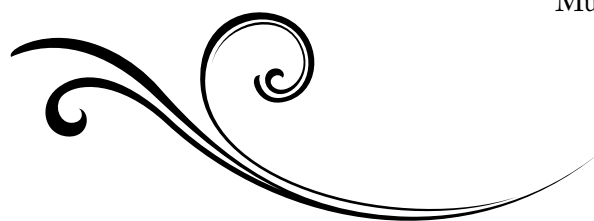


Table of Contents

Scheduling of Weddings	4
Scheduling Policies	4
Facilities Available.....	5
Established Fees for Weddings.....	5
Refunding of Fees.....	5
Obtaining the Marriage License	6
Right of Refusal	7
Restrictions – Specific	7
Drug and Alcohol Policy.....	8
Deliveries	9
Lost and Found	9
Children	10
Wedding Coordinator.....	10
Officiating Minister	10
Wedding Programs	11
Music.....	11
Rehearsals.....	12
Dressing Areas	13
Parking	13
Photographs.....	14
Video	15
Screen image options	15
Decorations in the Sanctuary.....	16
Measurements.....	17
Lighting in the Sanctuary	17
Handicap facilities	17

Scheduling of Weddings

The scheduling of a wedding is arranged by contacting our Manager of Special Events, Kim Hetzel at hetzelk@hpumc.org.

- Weddings are scheduled so as to allow a 3-hour time period between the start of each service. The wedding party may arrive an hour and a half before the scheduled time of the wedding and must be out an hour and a half after the scheduled time.
- Saturday weddings are held ONLY at 3:30 and 6:30 pm.

Scheduling Policies

Tentative dates may be checked by email or telephone, and can be held for one week.

Arrangements must be completed and finalized during this one week period by the bride, groom, parents or a responsible party acting on their behalf. This is accomplished by signing a contract. This can be done entirely by email.

Couples are required to meet with the minister who is performing the ceremony. The number of times to meet shall be determined by the officiating minister. Couples from out of town must submit a letter from their home pastor confirming their counseling sessions.

“Walk-in” weddings may be performed by the ministers of our staff. A “Walk-in” wedding is defined as one in which there is no music, no flowers, no reception, no rehearsal, a maximum of ten guests and in which no church staff members are involved except the officiating minister. Walk-in weddings can be held in rooms other than the Sanctuary at MP. To schedule a walk in wedding at MP, please contact Rev. Andrew Forrest at forresta@mungerplace.org.

No weddings or rehearsals may be scheduled on Sundays or holidays.

Facilities Available

Capacity for Munger Place is 900

Currently we have parking for 300 guests (100 slots)
Parking on the neighborhood streets is also allowed.

Established Fees for Weddings

(does not include walk in weddings)

\$1200

The fees include the clean up of the venue and use of the building, the wedding coordinator, security/parking, and tech support.

Fees are to be paid at the time completed arrangements are made for the wedding and no dates will be confirmed. The minister's honorarium is not included in the registration fee and should be brought to the rehearsal.

Refunding of Fees

Refunds shall be made to those who cancel at least ninety days in advance of their scheduled date. An amount of \$50.00 will be retained by the church for administrative costs.

Obtaining the Marriage License

How Do I Get A Marriage License?

Marriage licenses are issued and filed at the county level, and marriage registration is primarily a county level function. A couple who intends to be married in Texas must apply in person for a marriage license at a Texas County Clerk's Office. The application for a license must be signed by both the bride and groom in the presence of the county clerk. If this is not possible, any adult or the other applicant may apply on behalf of the absent applicant. (Certain terms must be met. Contact your County Clerk for details) Applications must be filled out and Social Security Numbers and Proof of Age and Identity must be shown. (Certified Birth Certificate, Drivers License). A filing fee of approximately \$71 will be charged.

How Long Must I Wait Between The Time I Get My License And The Actual Ceremony?

There must be at least 72 hours between the date and time of issuance of a license and the time the ceremony occurs unless one applicant is on active duty in the armed forces, or a waiver is granted. (See County Clerk for more details) A marriage license is valid for only 30 days, so with the 72 hour waiting period, there is only a 27-day period in which the marriage ceremony can take place.

Who do I contact with other questions regarding marriages and divorces?

If you have questions concerning the marriage registration process or if you need a copy of a marriage or divorce decree, you must contact a County Clerk's office for marriage information or a District Clerk's office for divorce decrees.

Right of Refusal

All weddings at Munger Place Church take place at the discretion of MPC. MPC reserves the right to refuse to book either venue for weddings at any time.

Restrictions – Specific

a. Objectionable Performances

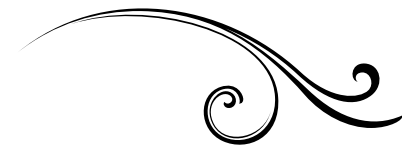
All persons using MPC are to be mindful that the building has been consecrated for the worship of God and other religious services.

b. Objectionable Persons

MPC reserves the right through its security personnel to eject any objectionable person or persons from the Sanctuary. Upon the exercise of this authority, through MPC Security, said person hereby waives any right and all claims for damages against MPC.

c. Objectionable Objects

RICE, BIRD SEED, FLOWER PETALS OR CONFETTI MAY NOT BE THROWN DURING OR AFTER THE CEREMONY.



Drug and Alcohol Policy

Smoking in Munger Place Church is forbidden.

ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE FORBIDDEN ANYWHERE ON THE PREMISES.

(This includes the parking lots and dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs.)

To combat this problem, MPC requires at the time of registration a valid credit card number to be held until the wedding is completed. A charge of \$1000 will be applied to the credit card if any evidence of alcohol or drugs is found on the premises which includes chartered or private vehicles on church property and adjacent streets, or evidence that significant drinking occurred off-site prior to the arrival of the wedding party before the ceremony.

This credit card number will not be put into any database, and will be destroyed after the determination has been made that no policies have been broken.

In addition, if the bride, groom, or any of the wedding party appears to be intoxicated, any MPC or guest minister reserves the right to refuse to participate in the marriage ceremony and possibly cancel the wedding. If MPC cancels a wedding due to this policy, no fees will be returned and the credit card will be charged a portion of the \$1000 fee.

It is with regret that it has become necessary to institute this policy. We sincerely hope that you and your wedding party accept and understand this necessity.

It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters. MPC also prohibits the carrying of guns or weapons as defined by Texas State law onto its property. Anyone found in violation of this policy will be escorted off the grounds.

Safekeeping Personal Items

Every possible effort will be made to protect personal items such as wedding dresses, purses, etc. However, **THE CHURCH CANNOT BE RESPONSIBLE FOR SUCH ITEMS IF LOST, STOLEN OR DAMAGED.** For security reasons, we cannot accept delivery of dresses here at the church.

It is imperative that money, jewelry and other valuables not be left unattended in the bride's or groom's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all. Prior to ceremony, all personal items must be removed from dressing rooms.

Deliveries

Prior to the arrival of the wedding party, no deliveries are to be made. The church currently has limited hours and there is no secure space that can be made available.

Lost and Found

Custodians inspect and clean the Sanctuary and dressing rooms following each wedding. In the event items are left behind, call 214.523.2272 during regular office hours and leave a message regarding the lost item and provide appropriate contact information. MPC is not responsible for damage to or theft of any lost item left in the Sanctuary, although it will make reasonable efforts to insure that lost items, if found, be stored in a secure location until returned to their rightful owners.

Children

Flower girls and ring bearers should be at least 4 years old. They must be able to walk down the aisle unaccompanied and conduct themselves in an orderly fashion.

Wedding Coordinator

Our Wedding Coordinator, Merriet Lewis, is available for pre-wedding consultation (meeting at Highland Park UMC due to limited hours at MP) in regard to the details of the rehearsal and of the wedding. Only our Wedding Coordinator or her assistant, in cooperation with the officiating minister, will conduct the rehearsal; she will also assist the minister and the wedding party in the process of the ceremony. She may be contacted by emailing lewism@hpumc.org or calling 214.523.2283.

Officiating Minister

Only an ordained Deacon or Elder in the United Methodist Church may officiate at weddings in this church. The officiating minister may invite another ordained minister to assist. If a couple has not chosen a minister, our Wedding Coordinator will be happy to assist in arranging for one of our staff ministers to officiate at their wedding. Any other person assisting in the service must be approved by the officiating minister.

Wedding Programs

The order of service, scriptures, and all bulletins must be approved by the officiating minister and the wedding coordinator. It must be carefully proof-read prior to being printed by an outside printer.

Music

The wedding is a service of worship at which a man and a woman come to unite their lives in the eyes of God and in the company of those dearest to them. The music for their wedding should reflect this Christian joy!

Our wedding coordinator will be happy to assist the bride and groom in suggesting musicians and music which reflect the couple's unique feelings, yet upholds the integrity of the worship service. All musical selections and musicians will be discussed with and approved by the wedding coordinator.

All music for weddings must follow the same guidelines as for Sunday morning worship. The music must be scriptural by nature and focused primarily on God, God's attributes, and giving thanks and praise to God. Love songs between the couple are appropriate at the reception — not at the wedding.

Pre-recorded music can be used, along with hiring your own musicians. The church piano may be used for the service.

Rehearsals

Rehearsals will be conducted exclusively by our staff Wedding Coordinator, in cooperation with the officiating minister, if he or she is present.

Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly.

Rehearsals must begin promptly and proceed in a dignified manner. Often there are as many as two rehearsals scheduled in an evening, making punctuality imperative.

If a wedding party is more than 15 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

Rehearsal times are 5:30 or 6:15 p.m. on the Friday preceding the wedding, with 45 minutes allowed for each. No rehearsals will be scheduled to begin after 6:15 p.m.

Rehearsals are usually unnecessary if the wedding attendants do not exceed one each for the bride and groom. These plans can be arranged with our Wedding Coordinator and officiating minister.

Any wedding planners/coordinators/photographers become consultants to and subordinate to our wedding coordinator.

Dressing Areas

Dressing rooms for both men and women are provided. The bride's dressing room is provided in the lowest level of the church in the basement. The men's dressing room is located in Gathering area behind the chancel area/stage.

Arrival times for these dressing areas are scheduled to begin 90 minutes prior to the start of the ceremony. No other rooms are available for arrival at any earlier times.

It is strongly suggested that the men come to the church dressed and ready for the wedding so they can start with their pre-wedding pictures upon arrival.

The ladies should have their hair and make-up completed before arriving at the church. While the men are having photos made, the ladies will have ample time to change from their street clothes into their wedding attire before starting their own pre-wedding photos.

Please keep in mind that there might be another wedding party either before or after you which needs access to the dressing rooms at their appointed times

For that reason, we ask that both dressing rooms be cleared of all personal items before the start of the ceremony. That will give our staff time to clean them for the next wedding party.

Parking

Parking for both the rehearsal and the wedding ceremony is in the MP parking lot (holds 100 cars) and on the neighboring streets.

Photographs

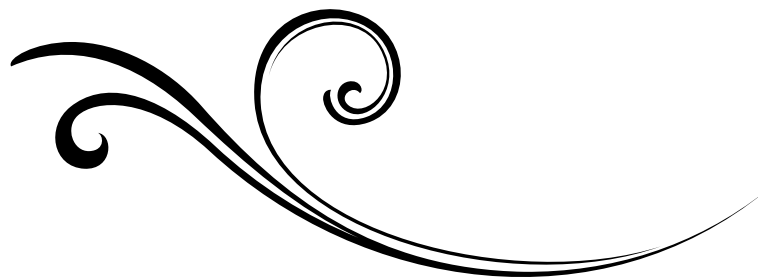
- Munger Place United Methodist Church recognizes the value of wedding photographs as a lasting remembrance of this most special occasion, and we expect photographers to respect, honor and abide by the rules and regulations which follow. Please consult with our Wedding Coordinator before a photographer is chosen and a deposit is made. You can benefit greatly from our experiences with various photographic firms.
- Cameras with flash attachments will not be allowed in the Sanctuary any later than 30 minutes preceding the ceremony or any earlier than the dismissal of the congregation by the minister.
- Photographs may be made in the vestibule, preceding the ceremony, as long as no flashes are aimed toward the interior of the Sanctuary. The wedding party may return to the altar for photographs after the ceremony if they so desire, following the conclusion of the Recessional. Please advise your friends and relatives not to take pictures during the ceremony.
- Ushers should remind wedding guests whom they observe with cameras that no photographs will be allowed.
- Time exposures, with the approval of the officiating minister, may be made during the progress of the sacred ceremony only as follows:
 - from the Sanctuary balcony or from behind the last pews on the main floor
- There shall be no noise or other distraction made by the photographers.

Video

- Videotaping of wedding ceremonies will be allowed only if the person who will videotape has been approved by our coordinator.
- Any videotaping **MUST** be done from the balcony of the Sanctuary.
- Aisles must be kept clear.
- The videotaping must be done from a single, stationary position (i.e. the videographer may not move around to various locations), and it must not involve any lighting changes or additional portable lighting in the Sanctuary
- Remote or directional microphones should be used.

Screen image options

In the Sanctuary, there is a large screen above the altar. It is allowable to bring a CD to our tech department to have a picture projected upon it. It must be approved by the wedding coordinator, and the file size must be 1280x720. The church could also provide images of portions of the church's stained glass windows.



Decorations in the Sanctuary

The Sanctuary may be decorated by a responsible florist who will be required to put up a deposit of \$50 to assure that any damage to church property is corrected and to ensure that the Sanctuary will be properly cleaned following the wedding ceremony. Please consult our Wedding Coordinator before a florist is chosen. She is in a position to be very helpful to you in this selection.

- One arrangement of fresh flowers and/or greenery may be placed on the altar table OR two arrangements may be placed on either side of the altar table. Your florist will need to provide the urns. You may bring your own pedestals if approved by the wedding coordinator. A kneeler can be provided.
- Two candelabras, not to exceed 16 candles each, provided by the florist, may be used with or without the above arrangements. These candles must be either votive candles or cylinders containing candle on a spring. Due to past wax damage WAX TAPERS ARE NOT PERMITTED.
- No bows with or without small greenery and flowers may be hooked on the pew. The width of the aisles does not allow for this. Please just tie ribbons (no tape) on the ends of the pews.
- An aisle cloth may not be used.
- A unity candle on its own stand, provided by the florist, may be used in addition to the previously specified number of candles. Protective floor covering must be used under all candles placed in the Sanctuary, as even the wax from metal cylinders has been known to drip to some extent.
- The florist must remove their non-expendable materials immediately after the wedding. Please discuss the removal of the floral arrangements with the wedding coordinator.
- No additional greenery or decorations of any kind, including poles down the aisles, may be used in the Sanctuary.
- Cross, altar candles and furniture may not be moved.
- NO TACKS, PINS, GLUE, NAILS OR TAPE OF ANY KIND MAY BE USED TO FASTEN ANY DECORATION TO THE FURNITURE OR BUILDING.

Florists will be held responsible for any damage done to the building and/or furniture and are responsible for cleaning wax from floor and furniture should an accident occur. Failure to do so, as well as failure to remove all non-expendable decorations immediately after the wedding, may result in forfeiture of the deposit and the risk of not being allowed to provide services for future weddings at Munger Place Church.

Measurements

Height, length and depth of altar table - 54 L x 28 W x 32 H

Number of pews down the 2 "center" aisles -16

Length of the aisle- Approximately 50 ft.

Lighting in the Sanctuary

Our Sanctuary lighting is preset for a variety of functions. Contrary to some perceptions, it is not an easy or brief process to change the lightboard, and we are unable to make one exception that would expose us to multiple changes later and at the whim of virtually every bride or family. We feel we have labored to make the wedding lighting as optimal as possible, and we are confident that the current "wedding setting" is well tested, applicable to a variety of settings, and, in fact, satisfactory to those who have used the Sanctuary recently. We hope and trust all will understand and accept this policy that makes matters equal for all.

Handicap facilities

Handicap parking is available, and a wheelchair can be made available upon request. MP has a specific handicap entrance which will be open for the weddings.

*W*e hope that participation
in a local church will be a part of
your new relationship together.

The staff of Munger Place Church wishes
for your every happiness in your life together
and sincerely hopes that your wedding in our
church will be a sacred and beautiful occasion.



a united methodist community of faith
5200 bryan street dallas, tx 75206 • 214.823.9929