



# *A Statement of Wedding Policies*

*University Christian Church*

*University Christian Church*  
A Statement of Wedding Policies

Welcome	Page 3
Reservations	Page 3
Fees	Page 4
Facilities	Page 4
Military Ceremonies	Page 4
Officiating Ministers and Conferences	Page 4
Church Wedding Coordinator	Page 5
Rehearsal	Page 6
Wedding Day	Page 6
Music	Page 6
Flowers and Decorations	Page 7
Photography and Videography	Page 8
Church Rules	Page 9
Marriage License	Page 10
Programs	Page 10
Church Information	Page 11
Wedding Checklist	Page 11

*It is the responsibility of the couple to read these policies and to inform your wedding party and those hired to provide services for you of the rules and regulations pertaining to weddings at University Christian Church.*

*University Christian Church*  
*June 2016*

## **Welcome to University Christian Church**

We are delighted that you are considering University Christian Church for your wedding. The following information about our denomination, our congregation and our wedding policies will assist you in planning for this very special occasion.

University Christian Church is a congregation of the Christian Church (Disciples of Christ). The Disciples of Christ denomination has a rich history of creating true community, seeking justice and encouraging deep Christian spirituality. As Disciples of Christ, we strive to be a movement for wholeness in a fragmented world. We are part of the one body of Christ, and we welcome all to the Lord's Table as God has welcomed each of us.

University Christian Church is a vibrant Disciples of Christ congregation committed to the mission of living the good news of Jesus Christ with open minds and loving hearts. This mission creates a faith community to support all individuals on their faith journeys. We delight in being a part of weddings, dedicating children, celebrating the milestones of life and growing together in faith. Although our Sanctuary is a beautiful and sacred place for your wedding, University Christian Church is most importantly a faith community where we love, grow and care for one another.

A wedding ceremony is a sacred event where two people pledge their faith and love to one another in the presence of God. Our wedding policies are based on this conviction. The policies apply whether or not the participants are members of the congregation. The policies also apply regardless of the size of the wedding and number of attendees. All weddings held in the Sanctuary, Chapel of the Good Shepherd or Memorial Garden/Courtyard will follow the stated policies.

It is important for persons considering the use of University Christian Church facilities for their wedding to carefully read the guidelines provided. All persons who choose to schedule a wedding at University Christian Church must read these policies and agree to abide by them. We want your wedding to be a joyous and moving worship experience for all.

## **Reservations**

### ***Setting the Date***

You will want to plan as early as possible, so that the use of the church facilities can be arranged without conflict. Usually, weddings take place on Saturdays, with rehearsal on Friday evenings, but weddings can take place on other days with the approval of the Church Wedding Coordinator. She will clear the date with the church calendar and one of our staff ministers. Weddings are not held on Sundays, holidays or TCU home football game days.

### ***Deposits***

A tentative reservation of a requested date is made at your first inquiry, and the tentative reservation is held for two weeks. In order to secure confirmation of your date and secure the needed facilities, you must return the Wedding Request Form with your deposit within two weeks of receiving it. The deposit is refundable up to 90 days before the wedding and/or before any meetings are held with the minister, organist or wedding coordinator.

### **Fees**

A detailed schedule of fees is available from the Church Wedding Coordinator. A \$500 deposit is required at the time the church is reserved for your wedding. Payment may be made by check or credit card. Checks are to be made payable to University Christian Church, and sent to the attention of the Church Wedding Coordinator. Credit card payment may be made in person or by phone.

### **Facilities**

#### ***Wedding Ceremony***

Weddings may be held in the Sanctuary (1,200 seats, including the balconies), or in the Chapel of the Good Shepherd (90-100 seats) or outside in the Memorial Garden/Courtyard (approximately 75 seats).

#### ***Dressing Rooms***

Rooms are provided for the wedding parties to dress at the church. It is the responsibility of the couple to arrange for the care of the property of the wedding party before, during and after the wedding, and for the removal of such items immediately following the wedding ceremony. Any rooms used may be locked, but the church is not responsible for anything lost or stolen.

### **Military Ceremonies**

If a couple desires that a military ceremony be included in the wedding celebration, it shall follow the wedding ceremony proper and take place outside the doors of the church building. No military sabers or weapons are allowed inside the church.

### **Officiating Ministers and Conferences**

We require that one of our staff ministers officiate at all weddings held here. The Christian Church (Disciples of Christ) believes in diversity and equality. The ministerial staff of University

Christian Church includes both female and male ministers. UCC members may request a staff minister of their choice to officiate their wedding. The ministers officiate at non-member weddings on a rotating schedule; therefore, requests for a specific minister are not allowed. The Church Wedding Coordinator will notify you as to which of our ministers will conduct your ceremony.

Our wedding ceremonies are traditional, sacred services in accordance with the traditions and beliefs of the Christian Church (Disciples of Christ). Non-members of University Christian Church must recognize that the ceremony will reflect patterns followed by the Christian Church (Disciples of Christ) wedding traditions.

In order for one of our ministers to conduct the wedding rehearsal and ceremony, conferences must be held with the couple and the minister beginning at least three months prior to the wedding. Details of the wedding itself will be discussed, as well as implications of commitments made in the marriage ceremony. Responsibility of scheduling these conferences rests with the couple. The minister will not proceed with the wedding unless the conferences have been held.

If the couple would like to include a guest officiant in the ceremony, participation must be coordinated with the officiating minister during the pre-wedding conferences. After determining which component(s) of the service will be conducted by the guest, the UCC officiating minister will extend an invitation to the guest officiant to participate. The welcome, exchange of vows and pronouncement of marriage will always be conducted by the UCC officiating minister.

### **Church Wedding Coordinator**

University Christian Church provides the services of a professional wedding coordinator to assist with wedding plans and arrangements within the church. Your contact with the church will be through our wedding coordinator who may be reached by phone or Email during regular business hours. She will provide guidance with all aspects of your wedding as well as making or approving decisions regarding *all* aspects of your wedding ceremony at the church. It will be necessary to meet with the Church Wedding Coordinator approximately three months before the wedding. She will guide you through the logistics of the wedding and the flow of events on the wedding day as well as familiarize you with the church facilities.

The Church Wedding Coordinator or her designee (a trained member of the church wedding staff) will be present at your rehearsal and wedding ceremony. You will be provided with the name of the member of the wedding staff who will be present for your wedding events. You will be given the opportunity to meet with them in advance if you desire.

## **Rehearsal**

Wedding rehearsals are typically held on Friday evenings and are limited to one hour. It is important that the time indicated for the rehearsal be observed since frequently more than one rehearsal takes place on a Friday evening. If your participants arrive late, a full rehearsal may not always be possible. Please inform your wedding party of the importance of being on time.

The Church Wedding Coordinator, or her designee, will direct the rehearsal, which will include coaching the wedding party with their individual roles in the service, and reviewing church policies and procedures. All participants will be instructed as to their positions and movement during the service, and any other information needed to assure that the participants are knowledgeable and are put at ease as much as possible.

## **Wedding Day**

The ceremony location whether it is the Sanctuary, the Chapel or the Memorial Garden/Courtyard is reserved for four hours (including the ceremony) on the wedding day. The Church Wedding Coordinator, or her designee, will be present to assist the wedding party as needed in preparation for the ceremony and direct any professionals hired by the couple. She will advise professionals hired by the couple of pertinent details of the wedding, will direct the proceedings and will handle any problems that arise.

## **Music**

The Christian wedding is a service of worship. The music selected will be appropriate to traditions of worship at University Christian Church.

### ***The Pipe Organ***

Only University Christian Church staff organists or their designee will play for weddings. This provides a musician familiar with our church and our instruments. Since music is such an important part of any wedding, the organist will meet with the couple to plan the music for their ceremony.

### ***Type of Music***

All music is subject to approval by the staff organists, in cooperation with the couple. Weddings at UCC employ sacred and classical music, including pipe organ and piano. We consider music songs and pieces for a sacred wedding ceremony to each be an act of worship. The organist will guide the couple as to the appropriate style of their selections.

### ***Vocal Soloists***

University Christian Church employs several staff soloists who may be contacted by the organist at the request of the couple. If a couple desires to bring in their own vocalist they should make sure they are experienced singers. The UCC organist will rehearse with the vocalist as needed and assist in the selection of songs.

### ***Type of Vocal Music***

Vocal music performed during the wedding service should enhance the worship experience. Popular songs and traditional “love songs” are not appropriate for weddings at University Christian Church. The reception is the appropriate place for popular songs, love songs and contemporary Christian music to be used.

### ***Instrumental Music***

In addition to the pipe organ and piano other acoustic instruments may be part of the wedding. No pre-recorded music may be used in the Sanctuary, the Chapel or the Memorial Garden/Courtyard.

### ***Musical Decisions***

It is important to schedule a conference with a staff organist at least three months ahead of your wedding date. Specific questions regarding music will be answered at that time.

## **Flowers and Decorations**

You may choose your own florist; however, your florist must agree to follow all rules and guidelines contained within this section. It is the responsibility of the couple to provide the florist with a copy of the regulations pertaining to flowers and decorations. The Church Wedding Coordinator must approve placement of all decorations at least one month prior to the wedding date. All questions should be referred to the Church Wedding Coordinator and the Church Wedding Coordinator’s decision will be final.

- Flower arrangements may not be placed on the communion table other than a small arrangement containing the unity candle.
- Flowers or decorations should not obstruct the view of the Sanctuary cross or the Chapel cross.
- Nothing may be placed on the floor of the Sanctuary or Chapel, including runners, flower petals, (real or silk) or any other items. Flower girls are not permitted to drop petals. The floor will remain free and clear at all times.
- **All** candles must be enclosed in glass, such as votive or hurricane glass, with no exposed flame. The unity candle is an exception.

- Only battery powered candles are allowed in the Baptistry window below the Sanctuary cross.
- The florist must protect all surfaces from wax. If wax drips or is spilled, the florist is responsible for removing all wax immediately following the post-wedding pictures.
- No candles are permitted on the balcony or anywhere they are deemed a hazard.
- The use of a unity candle as part of the wedding ceremony is permitted. The unity candle and family candles will be provided by UCC.
- Pew markers or bows are permitted and must be attached with a floral clip over the top of the pew or tied on the pew with ribbon. No tape, glue or other adhesives are permitted. No nails, pins or tacks are permitted.
- Wreaths or other decorations may be placed on doors with existing fasteners only.
- No permanent structure of any type may be placed in the Sanctuary or Chapel at any time.
- Flowers for Sanctuary weddings should be delivered through the Cantey Street doors (handicapped entrance). Flowers for Chapel and Courtyard weddings should be delivered through the main reception entrance.
- All items brought in by the florist or decorator must be removed immediately following the post-wedding pictures. The church is not responsible for remaining items and has no storage area.
- The florist is accountable for any damage caused to the church.

### **Photography and Videography**

A wedding ceremony at UCC is a sacred worship service where two people pledge themselves to one another in the presence of God. Our policies regarding photography and videography, whether professional or amateur, emerge from this conviction. The couple may choose their own photographer and videographer; however they are required to read these policies and to provide a written copy to their photographer and videographer.

- The service begins with the seating of the guests and a musical prelude thirty minutes prior to the wedding ceremony and ends with the exit of families.
- No camera, still or video and no photographer or videographer is allowed in the Chancel, the floor of the Sanctuary or the Chapel during any part of the service.
- Pictures of the procession and recession of the wedding party may be taken from the Narthex as directed by the Church Wedding Coordinator.



- Pictures (including video recordings) requiring flash or special lighting may not be taken during the service.
- Photographers are allowed to take time exposures from the **back balcony only**.
- Pictures of the wedding party may be taken before and after the wedding ceremony using flash or special lighting.
- Video recordings are allowed only from the balconies using available light. All videographers are to be in place in the chosen balcony 30 minutes prior to the ceremony time and must remain stationary during the ceremony. Any movement may cause disruption of the wedding ceremony. In side balconies videographers are to be behind the first column (the column closest to the Chancel).
- All photography (still or video recording) must cease on the floor of the Sanctuary or Chapel twenty minutes before the seating of guests. The seating of guests and a musical prelude begins thirty minutes prior to the appointed wedding time. Please consult the Church Wedding Coordinator about where to store your equipment during the ceremony.

### **Church Rules**

Members of the wedding party will recognize the fact that the church is a sacred space, and will conduct themselves at all times in a manner acceptable to a place of worship.

- **No alcohol or illegal substances are permitted on the church premises at any time.** This includes the dressing rooms, any area outside and the parking lots. The wedding rehearsal or wedding **will not** be performed if any member of the wedding party is under the influence of alcohol or illegal substances.
- **Smoking is not permitted in the church.**
- No food or drink is allowed in the Sanctuary or Chapel.
- Food and non-alcoholic beverages are allowed in the dressing rooms.
- Anything deemed to be a hazard to the wedding party, their guests, the environment or requiring clean-up may not be used in the church or outside the church. Nothing may be tossed or thrown including, but not limited to rice, birdseed or flower petals. The release of balloons is not permitted.

## Marriage License

You must secure your marriage license in Texas. It may be purchased at any county clerk's offices in Texas at least 72 hours before the wedding. You will want to check on the hours they are open and the cost of a marriage license and methods of payment.

Couples may get their marriage license 90 days before the wedding, but not less than three days before. The wedding may not take place if less than three days have elapsed or more than 90 days have passed after the issuance of the license.

Please bring the license to the rehearsal. It is necessary for the minister to have your license *before* the wedding can be performed.

## Programs

You are responsible for printing programs if you wish to have them. To guide you in correctly preparing your program you may request sample programs from the Church Wedding Coordinator. A proof copy *must* be submitted to a UCC staff organist and the Church Wedding Coordinator for approval before printing. The names and titles of the church staff participants should appear in the program as:

### *Ministers*

Rev. Dr. Charles Rolen

Rev. Cyndy W. Twedell

Rev. Russ Boyd

Rev. Jessica Vacketta

Rev. Kera Watts

### *Musicians*

Kyla K. Rosenberger

Organist

Dr. Todd Prickett

Director of Music

### *Event Coordinator*

Pam Reeser

## **Church Information**

University Christian Church is located on the northwest corner of South University Drive and Cantey Street. From I-30 take University Drive south approximately 1.5 miles.

### Address for Wedding Correspondence

University Christian Church  
2720 South University Drive  
Fort Worth, Texas 76109  
Attn: Weddings

### Address for Invitations

University Christian Church  
2720 South University Drive  
Fort Worth, Texas

The church telephone number is 817.926.6631 and the facsimile is 817.926.9674. Church office hours are 8:30 a.m. to 5 p.m. Monday through Thursday, and 8:30 a.m. to 4 p.m. Friday.

## **Wedding Checklist**

- ✓ Contact Church Wedding Coordinator for available dates and secure a tentative reservation
- ✓ Mail completed “Wedding Request Form” and \$500 deposit to University Christian Church

### **Three Months Before Wedding**

- ✓ Make appointment for the initial meeting with the officiating minister. Dates for additional meetings with the minister will be set when you meet with the minister.
- ✓ Make appointment to meet with the organist by calling UCC music office  
817.926.6631 ext. 152
- ✓ Make appointment to meet with the Church Wedding Coordinator by calling  
817.926.6631 ext. 123

### **One Month Before Wedding**

- ✓ Pay balance due University Christian Church
- ✓ Pay honorarium to officiating minister