



# WEDDING BROCHURE

FIRST UNITED METHODIST CHURCH

Lufkin, TX



# NOTES



# WEDDING BROCHURE

## WELCOME

We look forward to hosting your upcoming wedding at First United Methodist Church-Lufkin! In the United Methodist Church, weddings are a worship service and covenant before God and follow "The Service of Christian Marriage" as prescribed by The United Methodist Book of Worship. We are pleased that you are planning to have your wedding here and look forward to being of assistance to you in this most important event.

## STAFF

Rev. Dr. Jerome Brimmage - Senior Pastor  
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Administrative Assistant  
[admin@lufkinfirst.com](mailto:admin@lufkinfirst.com)

## CONTACT US

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# WEDDING BROCHURE

## Wedding Information and Policies

The service of a Christian marriage in the church is a worship service. It is one of the most sacred rites which the Pastor performs under the ordination and the authority of the church. All wedding ceremonies performed at First United Methodist Church - Lufkin (FUMC Lufkin) have the blessings of the church. In order that you may have a sacred and dignified wedding, you are urged to make thorough preparations. The Pastors, Wedding Coordinator, and staff of FUMC Lufkin wish to make sure your wedding in the church is a memorable and joyful experience. For that reason, serious study and planning have gone into the preparation of these wedding policies.

## Wedding Coordinator

The Wedding Coordinator's responsibility is to make sure your wedding day runs smoothly. Our Wedding Coordinator will contact you to schedule an initial meeting to go over a time line leading up to your wedding. The Wedding Coordinator will help coordinate your ceremony and assist at the rehearsal along with the officiating Pastor. The FUMC Lufkin Wedding Coordinator is to be used at all FUMC Lufkin rehearsals and weddings.

## General Use Requirements

The guideline for use of the Sanctuary, Henderson Chapel, and facilities of FUMC Lufkin will be in accordance with Christian principles, the mission, ministry, and discipline of the United Methodist Church.

Even though a fee is charged, you are not renting our facilities. Therefore, all policies and guidelines must be adhered to. It is the responsibility of the wedding couple to ensure that all parties involved follow all policies. The Sanctuary accommodates approximately 700 people, the Youth & Worship Center 400 people, and the Henderson Chapel approximately 200 people. The Fellowship Hall can accommodate up to 175 people. Tables and chairs are provided. The church cannot accept responsibility for seating more people in each of the spaces than is indicated above.

### **FUMC LUFKIN DEFINES A FORMAL WEDDING AS FOLLOWS:**

- Requires a rehearsal
- Has more than one attendant
- Use of a florist, photographer, or videographer
- Expects more than 25 guests
- Requires use of FUMC Lufkin Wedding Coordinator

### **FUMC LUFKIN DEFINES AN INFORMAL WEDDING AS FOLLOWS:**

- Requires no rehearsal
- Has only one or no attendants
- No music used in the service
- Floral decorations, if any, are kept to a minimum of hand-held flowers
- Wedding guests are limited to family and a few close friends, not to exceed ten
- A Pastor or Associate Pastor is responsible for all arrangements regarding facilities
- A donation of at least \$100 to the church is recommended, as some custodial duties and utilities are required
- Honorarium for clergy

*\*Please note: All weddings require pre-wedding requirements.*



# WEDDING BROCHURE

## Wedding Information

The bride and groom are required to schedule a conference with the Pastor or Associate Pastor prior to an application and a wedding date being set.

A non-refundable security deposit of \$500 is required at the time of the application. A portion of the security deposit may be refunded within 30 days after the ceremony if there is no damage to FUMC Lufkin property. Amount of refund will be determined by the business office.

All weddings must have one of the clergy from FUMC Lufkin officiate the wedding service. If the couple wishes another clergy to assist our pastors in the service, then arrangements are to be made with the Senior Pastor to invite the visiting clergy. This should be done at least two months prior to the wedding date.

Morning weddings need to be scheduled no earlier than 11 AM. Evening weddings need to be scheduled no later than 5 PM. The rehearsal will be scheduled on the day preceding the wedding ceremony no later than 6 PM. Please complete the ceremony informational sheet with florist, photographer, and caterer listed and return to the Wedding Coordinator prior to the meeting with the clergy at FUMC. This will help things run smoother with rehearsal or before.

The rehearsal should begin promptly at the time scheduled. The Pastor oversees the rehearsal, and normally takes one hour to complete. Both sets of parents, all members of the wedding party, and ushers should be present. The marriage license is to be given to the pastor at the rehearsal.

The church has an appointed Wedding Coordinator to help assure that all church disciplines and policies are observed. The Wedding Coordinator will be present during the rehearsal and wedding to assist in any way needed. The coordinator will open the church three hours before the wedding for decorations and flowers. To open the buildings any earlier, there will be an additional fee of \$25 per hour.

The wedding couple will need to schedule a conference with the Worship Arts Director to select music. The church may have an organist available for an extra charge. They are experienced in providing music that will enhance the service and respect the guidelines of theology.

A sound technician is appointed by FUMC Lufkin to ensure the best quality of sound for your wedding. The ceremony is a ritual of the United Methodist Church. Any changes or additions must have the approval of the Pastor.

The wedding couple will be furnished with a copy of instructions for the florist and photographer. It is the responsibility of the bride and groom to review these instructions with both the florist and photographer.

The church does not accept responsibility for apparel items and accessories, the loss or theft of video equipment, cameras, gifts, or other items brought to the church by guests or the wedding party.

Any items left in the bride's or groom's dressing rooms are to be removed prior to or immediately after the wedding.

All fees are to be paid 30 days prior to the wedding.



# WEDDING BROCHURE

## Reservations

Please contact the church when you are ready to set a date for your wedding. We reserve dates up to one year from the wedding date. Your reservation will be confirmed when:

- The Pastor or Associate Pastor of FUMC Lufkin has agreed to officiate your wedding.
- The FUMC Lufkin calendar is clear for the use of the spaces requested.
- Your deposit is received (see packages).

Your wedding date should not be announced until the Wedding Coordinator has confirmed the reservation with you. The exact hour of the rehearsal and wedding must be scheduled at the time the space is reserved. No weddings will be performed on Sundays, New Year's Eve, New Year's Day, Holy Week, Memorial Day weekend, Independence Day weekend, Labor Day weekend, Thanksgiving weekend, Christmas Eve, or Christmas Day without Senior Pastor

approval. Additionally, other dates during the month of December may be unavailable depending on Church events. If holidays fall adjacent to weekends, we will not schedule a wedding for the holiday weekend.

Wedding ceremonies should begin no earlier than 11 AM and no later than 5 PM. The wedding rehearsal will be scheduled the day before no later than 6 PM. On-site receptions should begin no later than 6 PM and should last no longer than three hours. If additional time is needed for your reception, the cost will be \$100 per hour.

## Before Your Wedding

### CONFERENCE

The bride and groom are required to schedule a conference with the Pastor or Associate Pastor who will be officiating your wedding at least 30 days before the wedding.

### COUNSELING

It is required that the bride and groom complete marriage counseling sessions within a church of their choosing or attend a certified "Twogether in Texas" premarital counseling seminar at least 30 days prior to wedding. This seminar can be found at [www.twogetherintexas.com](http://www.twogetherintexas.com).

### FINANCIAL PEACE UNIVERSITY

FUMC Lufkin does not require, but strongly suggests going through Dave Ramsey's Financial Peace University course, or equivalent, during the engagement or the first year of marriage.



# WEDDING BROCHURE

## Policies

Alcoholic beverages are prohibited on premises at any times.

FUMC is a smoke-free campus. Smoking is prohibited anywhere on campus.

Use of rice, confetti, potpourri, glitter, and balloon releases are not allowed. Silk flowers petals are allowed down the aisle. Fresh flower petals are allowed outside only. No decor or ribbon that will leave glitter on the floors/carpets can be used.

Florist and Photographers/Videographers must abide by the Instructions for Florist and Photographer/Videographer, which will be provided to the couple.

No staples, nails, screws, tacks, or non-removable adhesive are to be used to fasten any decorations.

Only non-drip candles with wax savers to prevent candle drippings or battery-powered candles may be used. Only flame-less candles may be used along the aisle unless candle is enclosed in a lantern to prevent dripping onto floor.

All fees must be paid 30 days prior to the ceremony.

Any apparel, gifts, or personal items delivered to the church prior to the wedding are not the responsibility of the Pastor, Wedding Coordinator, or other church staff.

FUMC Lufkin does not accept responsibility for the loss or theft of items left in the facility.



# WEDDING BROCHURE

## Wedding Packages

All package options are on an “as is” basis. There are no “a la carte” options. Counseling, additional Clergy, Organist, Soloist, or other musicians are not included in pricing.

Active First United Methodist Church - Lufkin members may receive a facility use discount. Active membership discount eligibility will be determined by the Pastor and/or Associate Pastor and is generally measured by prayers, presence, gifts, service, and witness.

### **PACKAGE ONE • \$1,200**

Package One will accommodate a small wedding with less than 200 guests and your reception off-site. Your wedding will be in held in Henderson Chapel. This package includes:

- Pastor to Officiate
- Wedding Coordinator
- Sound Technician
- Custodial services
- Use of church decorations
- Music consultation
- Use of Bride’s Room & Allen Parlor

### **PACKAGE TWO • \$1,750**

Package Two will accommodate a small wedding with less than 200 guests and your reception on-site. Your wedding will be in held in Henderson Chapel. This package includes:

- All Services included in package one
- Use of Fellowship Hall and Kitchen
- Use of tables and chairs
- Sound system and projector screen

### **PACKAGE THREE • \$1,500**

Package Three will accommodate a larger wedding with more than 200 guests and your reception off-site. Your wedding will be in held in the Sanctuary or Youth & Worship Center. This package includes:

- Pastor to Officiate
- Wedding Coordinator
- Sound Technician
- Custodial Services
- Use of church decorations
- Music consultation
- Use of Bride’s Room & Allen Parlor

### **PACKAGE FOUR • \$500 (DEPENDENT ON LOCATION)**

Package Four is for the couple who would like to have their ceremony off-site but wishes to have the services of a First United Methodist Church - Lufkin wedding. This package includes:

- Pastor to Officiate
- Music consultation



## Instructions for the Florist and Wedding Party

The wedding is a worship service; therefore, all aspects of the wedding should reflect this. The basic adornments of the Sanctuary and worship spaces are to remain in place.

Any church decorations for the various seasons of the church year cannot be removed from their location. The Bible on the altar is to always remain in place.

No decorations shall hide from clear view the worship symbols in the chancel area. No arch, trellis, or the addition of other equipment may be used in the chancel area.

Beautiful worship areas such as ours, require very simple decorations and does not lend itself to elaborate decoration.

### **THE FOLLOWING IS A LIST OF DETAILED REGULATIONS:**

- No furnishings will be removed.
- Kneeling benches and candles used on the altar are provided by the church.
- No staples, nails, screws, tacks, or non-removable adhesive are to be used to fasten any decorations.
- Only artificial flower petals may be strewn in the aisles.
- Non-drip candles with wax savers to prevent candle dripping or battery-powered candles may be used. Only flame-less candles may be used along the aisle unless candle is enclosed in a lantern to prevent dripping onto the floor.
- There must be ample polyethylene or similar fireproof material used under candelabras to protect the carpets and furniture.
- If lighted candles are to be carried by attendants, only votive candles in a container should be used.
- Only wrapped wire or ribbon that will not mar the pew ends shall be used to fasten bows or flowers. No decor or ribbon that will leave glitter on the floors/carpets can be used.
- The florist will be held responsible for any damage done to the building or furniture and is responsible for cleaning any wax from carpet or furniture.
- The florist is expected to remove all decorations and equipment immediately following the ceremony from the Sanctuary/Chapel/Youth & Worship Center.
- The florist is to call the Wedding Coordinator one week in advance of the wedding to set a time for decorating the church.



# WEDDING BROCHURE

## Instructions for Photographer, Videographer, and Wedding Party

The wedding is a service of worship. Photographers, both professional and amateur, are asked to do nothing that would distract from the reverence and meaning of the service.

Photographers may take pictures before and after the service in any part of the building. No pictures of any kind, except as defined below, are to be taken in the Sanctuary/Chapel/

Youth & Worship Center after the service begins. It is understood that the service begins with the lighting of the candles. If Mothers and Grandmothers are seated prior to the lighting of the candles, then it is understood that the service begins with this seating of family members. Pictures may be taken in the Narthex or the Atrium as the bridal party is preparing to enter the Sanctuary or Chapel. Photographers may not take such pictures in the aisle. Photos/Videos may be taken during the service from the balcony of the Sanctuary or from the Atrium of the Chapel with a device that does not produce noise. Photographers should be careful that no noise or flash is connected to this procedure.

During the recessional, the photographer may stand in the center doorway leading from the Sanctuary or Chapel and take pictures of the wedding party as they leave. The wedding party may reassemble in the Sanctuary or Chapel after the ceremony to pose for other pictures. Please take all pictures with the Officiating Pastor first. The photographer is asked to remember the waiting congregation and not to delay the reception any longer than necessary. Some couples choose to pose for pictures before the congregation arrives. This should be no later than one hour prior to the wedding.

The photographer shall not stand on the pews or place camera equipment on the pews or furniture. He/she will be held responsible for any damage caused. The photographer must be finished with picture taking one hour after the ceremony.

### **VIDEO CAMERAS MAY BE PLACED IN THE FOLLOWING PLACES:**

- In the balcony of the Sanctuary
- In the Atrium of Henderson Chapel
- Or with prior approval of the Pastor

## Acknowledgment of Policies

- Alcoholic beverages are prohibited on premises at any times.
- FUMC is a smoke-free campus. Smoking is prohibited anywhere on campus.
- Use of rice, confetti, potpourri, glitter, and balloon releases are not allowed. Silk flowers petals are allowed down the aisle. Fresh flower petals are allowed outside only. No decor or ribbon that will leave glitter on the floors/carpets can be used.
- Florist and Photographers/Videographers must abide by the Instructions for Florist and Photographer/Videographer, which will be provided to the couple.
- No staples, nails, screws, tacks, or non-removable adhesive are to be used to fasten any decorations.
- Only non-drip candles with wax savers to prevent candle drippings or battery-powered candles may be used. Only flameless candles may be used along the aisle unless candle is enclosed in a lantern to prevent dripping onto floor.
- All fees must be paid 30 days prior to the ceremony.
- Any apparel, gifts, or personal items delivered to the church prior to the wedding are not the responsibility of the Pastor, Wedding Coordinator, or other church staff.

FUMC Lufkin does not accept responsibility for the loss or theft of items left in the facility.

I, \_\_\_\_\_, understand that the violation of any of the above policies gives First United Methodist Church - Lufkin the right to keep my deposit.

Sign: \_\_\_\_\_

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

## Your Wedding Package

Package One

Package Three

Package Two

Package Four

### FOR OFFICE USE ONLY

Deposit \$500 (non-refundable) \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

Check # \_\_\_\_\_ Name on Account: \_\_\_\_\_

Wedding Coordinator Signature: \_\_\_\_\_



# WEDDING BROCHURE

## Your Wedding Plans

Wedding Date Service: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_

Wedding Rehearsal Service: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

### BRIDE INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

What church do you currently attend? \_\_\_\_\_

City: \_\_\_\_\_ Are you a member? \_\_\_\_\_ Yes \_\_\_\_\_ No

### GROOM INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

What church do you currently attend? \_\_\_\_\_

City: \_\_\_\_\_ Are you a member? \_\_\_\_\_ Yes \_\_\_\_\_ No

### FACILITY TO BE USED (CHECK ALL THAT APPLY)

\_\_\_\_\_ Sanctuary          \_\_\_\_\_ Henderson Chapel          \_\_\_\_\_ Allen Parlor

\_\_\_\_\_ Fellowship Hall          \_\_\_\_\_ Youth and Worship Center



# WEDDING BROCHURE

## OFFICINATION CLERGY(S) INFORMATION

FUMC Pastor: \_\_\_\_\_

Guest Clergy: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## MUSICIAN(S) INFORMATION

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Piano: \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

## FLORIST

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

## PHOTOGRAPHER

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

## VIDEOGRAPHER

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

## CATERER

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



# WEDDING BROCHURE

## ATTENDANTS

Maid/Matron of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Bridesmaids

Groomsmen

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Ushers

Candle Lighters (if applicable)

_____	_____
_____	_____

Flower Girl

Ring Bearer

_____	_____
_____	_____

Bride's Grandparents to be seated

Escorts

_____	_____
_____	_____
_____	_____

Groom's Grandparents to be seated

Escorts

_____	_____
_____	_____
_____	_____

