

A decorative scrollwork frame with intricate black lines, featuring a central oval shape. The words "Your Wedding" are written in a black cursive font within this oval.

*Your  
Wedding*

at Highland Park United Methodist Church





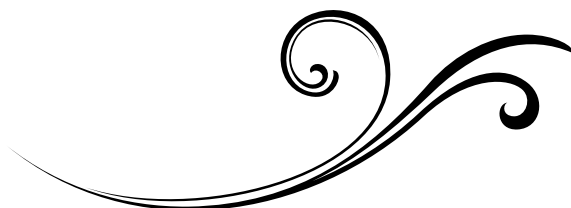
*W*e are grateful that you have given Highland Park United Methodist Church an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide both the personnel and the setting which will uphold the sacred and magnify the joy that characterizes all Christian worship,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

Highland Park United Methodist Church  
Dallas, Texas  
January 1, 2008





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## *Scheduling of Weddings*

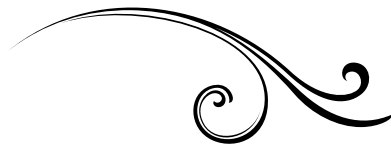
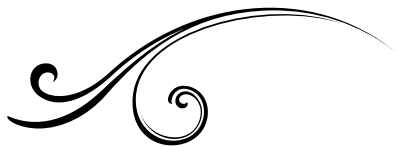
The scheduling of a wedding is arranged by contacting our Manager of Special Events, Kim Hetzel at 214.523.2272 or [hetzelk@hpumc.org](mailto:hetzelk@hpumc.org).

- 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.
- Weddings are not scheduled in the Sanctuary and Cox Chapel at the same time.
- Friday weddings are held at 8:00 p.m. Saturday weddings are held at 1:00 p.m., 4:00 p.m. and 7:00 p.m.

## *Facilities Available*

Sanctuary – Capacity: 800

Cox Chapel – Capacity: 180



## *Definition of Member*

- For purposes of this policy book, “member” can be the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom.
- The term “member” includes persons who have been official members for more than a year at the time of scheduling.

## *Member Scheduling Policies*

Members of Highland Park United Methodist Church may reserve HPUMC facilities as far in advance of the ceremony as they wish.

December weddings are open only to members.

## *Definition of Non-Member*

Non-members are persons who either do not attend HPUMC or who have been official members for less than a year at the time of scheduling.

## *Non-Member Scheduling Policies*

Non-members may schedule their weddings not more than four months prior to the ceremony. We do not schedule weddings for non-members during the month of December.

## *Scheduling a Wedding Date*

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

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 coming to the church in person during regular office hours for the purpose of signing a contract. Appointments are encouraged. Regular office hours are Monday-Thursday, 8:30-5:00 p.m., Friday 8:30-12:00 p.m. The offices are closed during the week from noon until 1:00 p.m.

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 other rooms at HPUMC, such as Cox parlor, or Storm lounge or the garden area.

No weddings or rehearsals whether for members or non-members may be scheduled on Sundays or holidays.

## *Receptions*

The Great Hall is available for scheduling wedding receptions. For further information, call 214.523.2272. Please note that no alcoholic beverages may be served.

## *Established Fees for Weddings*

Fees for non-members and for those persons who have been members of Highland Park United Methodist Church for less than one year at the time of scheduling are as follows:

Sanctuary – \$1600   Cox Chapel – \$1400

For those persons who have been members for a year or more at the time of scheduling, the fee for the Sanctuary is \$900.00 and Cox Chapel is \$800.00.

Fees are to be paid at the time completed arrangements are made for the wedding and no dates will be confirmed without such payment. These fees include the use of the building, the wedding coordinator, organist, custodial services. The minister's honorarium 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.

## *Right of Refusal*

All weddings in the Sanctuary or Cox Chapel take place at the discretion of HPUMC. HPUMC reserves the right to refuse to book either venue for weddings at any time.

## *Restrictions — Specific*

### **a. Objectionable Performances**

All persons using either the Sanctuary or Cox Chapel are to be mindful that the building has been consecrated for the worship of God and other religious services.

### **b. Objectionable Persons**

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

## *Miscellaneous*

Smoking in Highland Park United Methodist 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. **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.** HPUMC 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.

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

## *Responsibility for 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 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*

HPUMC assumes no responsibility for gowns, tuxedos, etc., delivered to the Sanctuary/Chapel. HPUMC suggests that, should the bride or groom wish to have a delivery made to the Chapel or Sanctuary, the bride/groom select a person to accept it and keep it in his/her custody until the wedding party arrives. There is no secure space that can be made available.

## *Lost and Found*

Custodians inspect and clean the Sanctuary, Chapel 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. HPUMC is not responsible for damage to or theft of any lost item left in the Sanctuary/Chapel, 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.

## *Fall Weddings*

The process of scheduling a wedding date for the fall (including the last week of August, all of September, October and November) is different from scheduling for other times of the year. Because HPUMC is so close to SMU's Ford Stadium, no weddings are booked on "home" dates or on the "open" date on the SMU football schedule. No wedding dates will be booked for fall until after the SMU football schedule is confirmed. Confirmation may be as late as March in any given year.

## *Weddings During December*

Both the Sanctuary and Cox Chapel are decorated beginning with the first Sunday of Advent. Christmas greenery with red ribbon and red poinsettias are used. Once these decorations are in place, they are not to be removed until after the first Sunday in January. Additional floral arrangements are not needed. Please discuss arrangements with our Wedding Coordinator so you will have an understanding of these special decorations.

## *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 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](mailto: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.

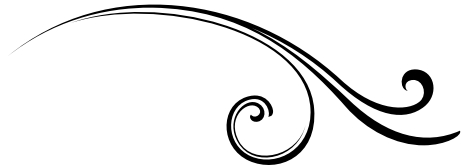
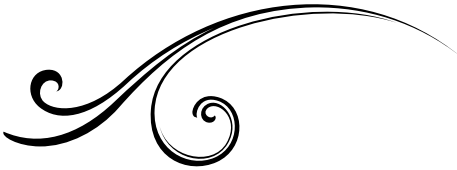
## *Wedding Programs*

The order of service, scriptures, and all bulletins must be approved by the officiating minister, the organist 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 organists are familiar with a wide variety of literature and will be happy to assist the bride and groom in finding sacred music which reflects the couple's unique feelings, yet upholds the integrity of the worship service. All musical selections will be discussed with and approved by the organist.

Only the staff organists of this church shall play the church's organs. Staff musicians will be happy to arrange for one of our excellent vocal soloists, if desired. If the bride or groom asks a friend to sing at the wedding, a rehearsal time can be arranged with the organist. The soloist must have the music prepared before the rehearsal. Arrangements for any additional instrumentalists, if desired, must be made by our organist. The brochure "Music for Your Wedding" outlines in further detail musical selections and instrumental options. Go to [www.hpumc.org/pages/weddings\\_music](http://www.hpumc.org/pages/weddings_music) to listen to selections.



## *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 three 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 4:45, 5:30 or 6:15 p.m. on the Friday preceding the wedding, with 45 minutes allowed for each.**

Friday weddings have rehearsals on Thursdays at 6:00 p.m.

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. Staff musicians do not usually attend rehearsals, as the music details are planned at an earlier conference.

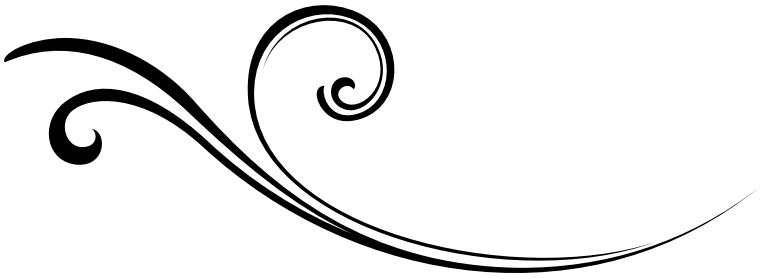
Any wedding planners/coordinators/photographers become consultants to and subordinate to our wedding coordinator.

## *Dressing Areas*

Dressing rooms for both men and women are provided. The bride's dressing room (and restroom) is provided in the Cox parlor. The men's dressing room is located in Storm lounge, room 241.

## *Parking*

Parking for both the rehearsal and the wedding ceremony is in the North lot, on Bishop Boulevard, in the Meadows museum garage and in the surrounding neighborhoods. There is handicap parking in the North lot.

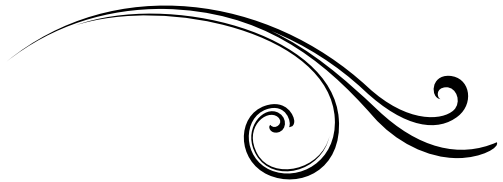
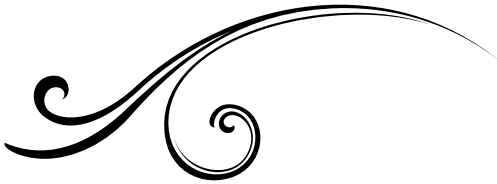


## *Photographs*

- Highland Park 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 Chapel or 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 Chapel or 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:
  1. From the narthex of the Chapel or just inside the Chapel door; or
  2. From the Sanctuary balconyThere shall be no noise or other distraction made by the photographers.
- No photographs may be taken from the organ loft of the Chapel.

## *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 or from the **REAR** of Cox Chapel.
- 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 either the Sanctuary or Chapel.
- Remote or directional microphones should be used.



## *Decorations in Cox Chapel*

- Flowers in Cox Chapel are to be limited to one arrangement placed on the altar table or two arrangements placed on the pedestals provided. The pedestals are 4 feet tall, and the tops are 11.5" square.
- The candles and candlesticks provided by the church are to remain on the altar for all services of worship.
- No additional candelabrum may be used in the Chapel.
- Use of additional palms, ferns and other greenery is prohibited.
- Kneeling cushions will be furnished. No kneeler is necessary.
- Bows with or without small greenery and flowers may be hooked (if protective padding is used between the hook and pew) or tied (no tape) on the ends of the pews.
- **NO TACKS, PINS, NAILS, GLUE OR TAPE OF ANY KIND MAY BE USED TO FASTEN ANY DECORATION TO THE FURNITURE OR BUILDING.**
- An aisle cloth may not be used.
- A unity candle on its own stand, provided by a florist, may be used. A sheet of plastic must be placed underneath the candles to protect the floor.
- The florist must remove their non-expendable materials immediately after the wedding.

Please consult our Wedding Coordinator before a florist is chosen.

She is in a position to be very helpful to you in this matter.

## *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.

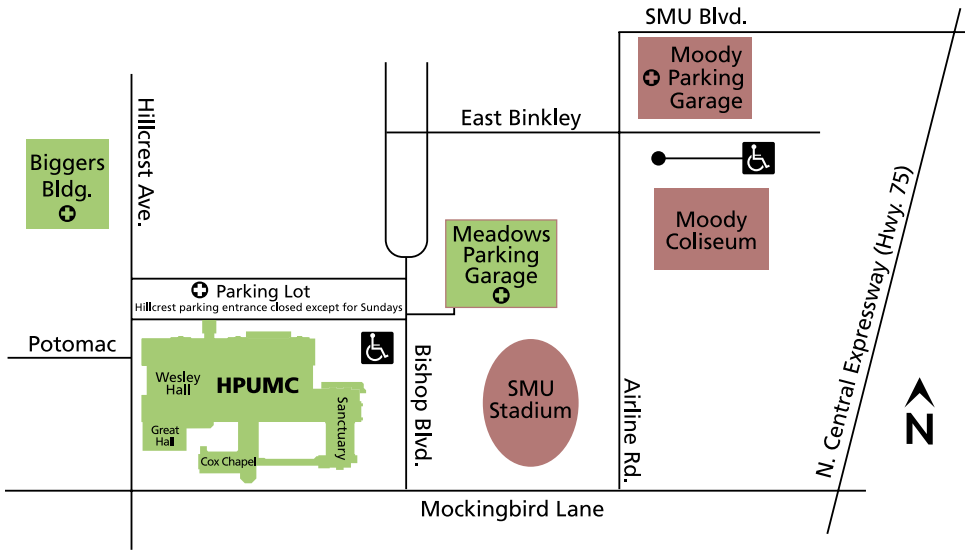
- One arrangement of fresh flowers and/or greenery may be placed on the altar table OR two arrangements may be placed in the urns provided by the church. Our urns are 7 3/4" diameter, 7 1/2" deep. You may bring your own pedestals if approved by the wedding coordinator.
- Two candelabras, not to exceed 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.**
- The church will provide a kneeler.
- Bows with or without small greenery and flowers may be hooked (if protective padding is used between the hook and pew) or tied (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.
- No additional greenery or decorations of any kind 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 Highland Park United Methodist Church.

*W*e hope that participation in a local church will be a part of your new relationship together. The staff of Highland Park United Methodist 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.





### **Parking is available in:**

- ⊕ the parking lot north of the church,
- ⊕ the parking lot at the Biggers Building,
- ⊕ the garage of the Meadows Museum (northeast of the church)



## **HIGHLAND PARK UNITED METHODIST CHURCH**

3300 Mockingbird Lane Dallas, TX 75205  
[www.hpumc.org](http://www.hpumc.org) 214.521.3111