HPUMC *Wedding* HANDBOOK

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Welcome!

We are honored you have selected the beautiful spaces of Highland Park United Methodist Church to celebrate your wedding. Along with the setting, we will provide personnel to magnify the joy that characterizes all Christian worship, especially the service of marriage. At Cana of Galilee, Christ "adorned and beautified" a wedding with his presence. We hope you and your guests will experience the presence of Christ as we worship together.

Highland Park United Methodist Church
Dallas, Texas

SCHEDULING OF WEDDINGS

Due to increase demand, our wedding ministry is focused on providing for church members and/or their childern and grandchildren.

To schedule a wedding, or inquire about date(s), please contact the HPUMC Wedding Coordinator at 214-523-2283 or weddings@hpumc.org. Weddings can be scheduled in either Cox Chapel (capacity 180) or the Sanctuary (capacity 800).

The following times are generally available for services, although church-sponsored events, SMU activities, and holidays will sometimes limit availability.

- Saturdays: 1 pm, 4 pm, or 7 pm
- Fridays: 8 pm
- Due to regular worship activities, we do not hold wedding services on Sundays.
- Fall weddings (late August-November) will not be booked until the official SMU football schedule is released (no weddings booked on days with home games.)

ESTABLISHED FEES FOR WEDDINGS

Sanctuary Service: $2800
Cox Chapel: $2500

This fee includes the venue for the service, an organist/pianist, a church coordinator, an on-site security officer, custodial services, and two dressing rooms.

For Sanctuary services, it also includes a sound/light tech.

Please note that any member who has been a member for less than one year will incur an additional $500 wedding fee.

Refunding of Fees: If a couple should have to cancel their wedding, they will receive a refund of 50% of fees paid if a letter of cancellation is received in writing by the Wedding Coordinator at least 90 days in advance of their scheduled wedding date. A verbal cancellation will not be accepted. If a wedding is canceled less than 90 days before the wedding, no refund will be given. No refunds will be issued for weddings booked in the month of December, regardless of the cancellation window.

Minister: Honorarium fees start at $400, payment made by check payable to the minister.

Soloist (optional, subject to availability): Soloist fees start at $150 and will vary based on the artist. Payment is made by check payable to the soloist.

Carillon (optional, subject to availability): $250, by check payable to carillonneur.

Live Streaming of Service (optional, subject to availability): $300, payable by check or credit card to HPUMC.

OFFICIATING MINISTER

An HPUMC minister will officiate all services. You may request a particular HPUMC minister to conduct the service. If they are not available or you do not have a preference, we will designate a minister. Upon advance request and approval, an outside minister may be allowed to participate in the service. Your HPUMC minister will provide the vows and other spiritual content and coordinate the roles of other participants, including a guest minister.

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. No Civil Ceremonies will be held; Only Christian/Methodist Ceremonies will be performed.

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

C. Objectionable Objects
Rice, bird seed, flower petals, or confetti may not be thrown after the ceremony.

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.

SERVICE ANIMAL POLICY

We are pleased to welcome all fully certified Service Animals into our church at any time. In accordance with our policies and operational capacity, emotional support animals and personal pets are not permitted inside the church building.

Certified Service Animals are allowed for the purpose of performing specific tasks directly related to their handler's disability. To ensure appropriate accommodation, we ask that you provide a description of the work or task the Service Animal has been trained to perform. The animal must remain by owner's side at all times, including during any processional or recessional, must not wear costumes or decorative attire, and may only be handled by the owner the animal is assigned to.

If the animal is an emotional support animal or pet, it is welcome on church property for outdoor photography before or after the ceremony but must remain outside the building at all times. In such cases, the animal must be leashed and under the care of your wedding planner or a designated family member.

DRUG AND ALCOHOL POLICY

Smoking/vaping in Highland Park United Methodist Church is forbidden. **ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE FORBIDDEN ANYWHERE ON THE PREMISES.** This includes but is not limited to chartered or private vehicles on church property, adjacent streets, or dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of drugs or alcohol or there is evidence that significant drinking occurred off-site prior to the arrival of the wedding party before the ceremony.

If the bride, groom, or any of the wedding party appears to be intoxicated, any HPUMC or guest minister reserves the right to refuse to participate in the marriage ceremony and possibly cancel the wedding. If HPUMC cancels a wedding due to this policy, no fees will be returned and failure to comply will result in a $1,000 fee.

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.

OBTAINING THE MARRIAGE LICENSE

A couple intending 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.)

There must be at least 72 hours between the date and time of issuance of a license and the time the ceremony occurs (i.e., the license must be 72 hours old at the time of the wedding) 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 90 days; so —given the 72-hour waiting period— there is an 87-day period in which the marriage ceremony can take place

WALK-IN WEDDINGS

A "walk-in" wedding is defined as one in which there is no music, no flowers, no reception, no rehearsal, and a maximum of 12 guests, and in which no church staff members are involved except the officiating minister.

- Walk-in weddings may only be performed by an ordained minister of our HPUMC staff.
- They can be held in Cox Chapel, or other rooms at HPUMC such as Cox Parlor, Storm Lounge, or The Garden
- Walk-In weddings are held Monday - Thursday and cannot be scheduled more than 30 days in advance
- **Established Fee**: $300 (does not include $400 minimum Honorarium paid directly to the minister)

SERVICE CONTENT

You will select content for the service when you meet with your minister. The elements of the service include scripture readings, music, prayers, and words of faith from the minister. You will meet with the officiating minister and communicate directly with the Wedding Coordinator. They will guide you on the service content within our worship framework.

MUSIC

The wedding is a service of worship and must follow the same guidelines as music for Sunday morning worship. All music for weddings must be classical or sacred, scriptural by nature, and focused primarily on God, God's attributes, and giving thanks and praise to God.

Please note that secular and/or recorded music may be played at on-site receptions, but is not allowed in the Sanctuary or Cox Chapel at any time.

All musical selections will be discussed with and approved by our Wedding Coordinator, please contact her at weddings@hpumc.org.

Only musicians designated by HPUMC are permitted to participate in the service, including organists, vocalists, and other instrumentalists. If you would like to have a vocal solo, we will be happy to contract one of our professional staff singers at an extra charge. If you would like to request the participation of any musicians not on our staff, the music department will ask for a sample of their playing or singing for their review and approval.

CARILLON (TOWER BELLS)

Subject to availability and at an additional cost, we will arrange for the carillon to play hymns for 20-30 minutes before and/or after the service.

WEDDING PROGRAMS

The order of service, scriptures, and all bulletins must be approved by the officiating minister and the Wedding Coordinator prior to going to print. The church does not provide or print bulletins for weddings.

CHILDREN

Flower girls and ring bearers should be at least two years of age, able to walk down the aisle unaccompanied, and conduct themselves in an orderly fashion. Flower girls are not permitted to toss flower petals, either real or artificial, in either the Sanctuary or Cox Chapel.

REHEARSAL

Rehearsals will be conducted exclusively by one of our staff Wedding Coordinators, 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 in one evening, making punctuality imperative.
If a wedding party is more than 15 min late to a rehearsal, it may result in the cancellation of the rehearsal. Rehearsal times are 4:45, 5:30, or 6:15 pm on the Friday preceding the wedding, with 45 minutes allowed for each. Friday weddings have rehearsals on Thursdays at 5 pm.

Staff musicians do not attend rehearsals. Any wedding planners/coordinators/photographers become consultants to and subordinate to our Wedding Coordinator.

FAMILY ARRIVAL AND PARKING

The small alcove parking lot just north of our Sanctuary will be reserved for the family 90 minutes before the service. Other guests may park in our usual parking areas noted on the included maps.
See parking map on pg 12.

DRESSING AREAS

Dressing rooms for both men and women are provided. The bride's dressing room (and restroom) is provided in Cox Parlor. The men's dressing room is located in Storm Lounge. Arrival times for these dressing areas are scheduled to begin 90 minutes before the start of the ceremony. No other rooms are available for arrival at any earlier times.

The wedding party must arrive fully dressed and ready and the bridal party must have their hair and makeup completed before arriving at the church. **Only the bride is permitted to put her dress on at the church.**

Both dressing rooms must be cleared of all personal items immediately following the ceremony. Please dispose of the trash and return the furniture to its original location. Failure to comply may result in a $250 cleaning fee.

SAFEKEEPING PERSONAL ITEMS

Every possible effort will be made to protect personal items however the church cannot be responsible for such items if lost, stolen, or damaged. We do not allow deliveries to be made.

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 brought into the church at all.

Custodians inspect and clean the Sanctuary, Cox Chapel, and dressing rooms following each wedding. In the event items are left behind, please call 214-521-3111. HPUMC is not responsible for damage to or theft of any lost item left, although it will make reasonable efforts to ensure that lost items, if found, are stored in a secure location until returned to their owners.

PHOTOGRAPHS AND VIDEOGRAPHY

We recognize the value of wedding photographs and video as a lasting remembrance of this most special occasion, and we expect photographers and videographers to respect, honor, and abide by the rules and regulations that follow.

Please advise your friends and relatives to not take pictures during the ceremony.

- Cameras with flash attachments will not be allowed in Cox Chapel or 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 Cox Chapel or 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.
- Photographers and Videographers are not permitted to be walking up and down the center aisle or at the altar. They are permitted to be in the narthex of the Sanctuary/Cox Chapel or just inside the Sanctuary/Cox Chapel doors behind the last pew.
- Photography and Videography is also permitted in the Sanctuary balcony but no photographs may be taken from the organ loft of Cox Chapel.

BRIDAL PORTRAITS

Bridal portraits may be scheduled based on availability for members only. To schedule a bridal portrait, you must email the HPUMC Wedding Coordinator at weddings@hpumc.org at least two weeks in advance to request a date. No bridal portraits can be taken inside the Sanctuary or Cox Chapel as these spaces are reserved for the wedding day ONLY.

We ask that brides arrive with hair and makeup completed and, if available, they can reserve Cox Parlor (bridal suite) to get dressed.

For brides getting married at HPUMC, there is no fee to reserve the outdoor space(s) and Cox Parlor (bridal suite). For members not getting married at HPUMC, the fee is $150.

DECORATIONS

The Sanctuary and Cox Chapel may be decorated by a responsible florist who will ensure that the spaces are properly cleaned following floral set-up and tear-down.

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

- Two arrangements may be placed on either side of the altar table on the stands provided by the church. You may bring your own pedestals if approved by the Wedding Coordinator.
- Sanctuary stands are flat pedestals that measure 12” by 12”
- Cox Chapel urns are 7 ¾” in diameter, 7 ½” deep and hold a #6 Papier-mâché pot
- Two candelabras, not to exceed 16 candles each, provided by the florist, may be used in the sanctuary only with or without the above arrangements. These candles must be votive candles in glass cylinders. Due to past wax damage **WAX TAPERS ARE NOT ALLOWED.**
- The candles and candlesticks provided by the church are to remain on the altar for all services of worship; no additional candelabras may be used on the altar with the exception of a unity candle.
- The pew Candelabras are available to rent from the church ($2500 fee for all, $1500 fee for 16, eight rows per side).
- An aisle cloth may not be used.
- Use of additional palms, ferns, and other floral 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 pew)
- **NO TACKS, PINS, GLUE, NAILS, OR TAPE OF ANY KIND MAY BE USED TO FASTEN ANY DECORATION TO THE FURNITURE OR BUILDING.**

DECEMBER WEDDING DECORATIONS

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.

LIGHTING IN THE SANCTUARY

Our Sanctuary lighting is present for a variety of functions and we feel confident that the current "wedding setting" is well-tested and applicable to a variety of settings. We are unable to adjust lighting based on wedding requests.

RECEPTION AT THE CHURCH (OPTIONAL)

Receptions may be held in the Great Hall (up to 250 guests) following a 1 pm service.

The fee for a reception starts at $2,000 which includes a four-hour time block (one hour for setup, two-hour reception, one-hour tear down), onsite church coordinator, and onsite security, Additional fees would include musicians and AV/audio tech.

If you choose to have a reception on-site, we will provide you with contact information for our exclusive in-house food service provider so that you can work directly with them in arranging and paying for food and refreshments served.

WEDDING CEREMONY MUSIC SUGGESTIONS

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

(click on the titles to hear examples)

SEATING OF THE FAMILES (CHOOSE ONE)

Air, from Suite in D	J.S. Bach
Arioso	J.S. Bach
Jesu, Joy of Man's Desiring	J.S. Bach
Sheep May Safely Graze	J.S. Bach
Air, from Water Music	G.F. Handel
Ombra mai fu, from Xerxes	G.F. Handel
Canon in D	J. Pachelbel
Bist du bei mir	G.H. Stölzel
Prelude on 'Rhosymedre'	Ralph Vaughan Williams

PROCESSION OF THE CLERGY AND ATTENDANTS (CHOOSE ONE)

Jesu, Joy of Man's Desiring	J.S. Bach
Prelude, from Te Deum	M.A. Charpentier G.F. Handel
Arrival of the Queen of Sheba	B. Marcello
Psalm XIX Rondeau	J. Mouret
Canon in D	J. Pachelbel
Crown Imperial	W. Walton

PROCESSION OF THE BRIDE (CHOOSE ONE)

Rigaudon	A. Campra
Prince of Denmark's March	J. Clarke
Arrival of the Queen of Sheba	G.F. Handel
Rondeau	J. Mouret
Canon in D	J. Pachelbel
Trumpet Tune	H. Purcell
Trumpet Voluntary	J. Stanley
Bridal Chorus	R. Wagner

RETIRING PROCESSION (CHOOSE ONE)

Hornpipe, from Water Music	G.F. Handel
La Rejouissance	G.F. Handel
Now Thank We All Our God	S. Karg-Elert
Fanfare	J. Lemmens
Psalm XIX	B. Marcello
Wedding March	F. Mendelssohn
Final, from Symphony I	L. Vierne
Toccata, from Symphony No. 5	C.M. Widor

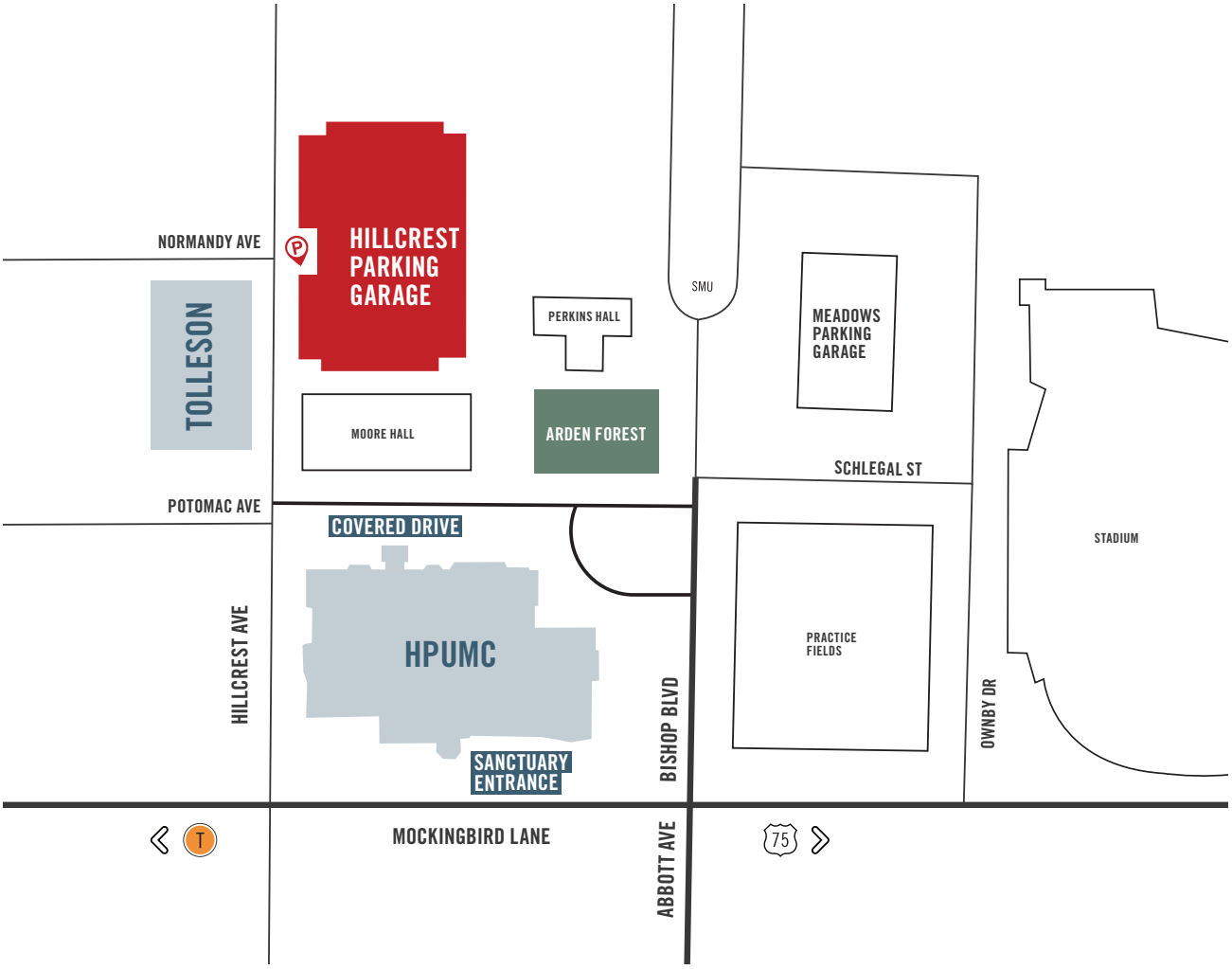
VOCAL SOLOS (OPTION TO CHOOSE ONE OR TWO)

Panis Angelicus	César Franck
Ave Maria	Charles Gounod
The Lord's Prayer	Alfred Hay Malotte
Ave Maria	Franz Schubert
The Call	Ralph Vaughan Williams

HYMNS FOR CONGREGATIONAL SINGING (OPTION TO CHOOSE ONE OR TWO)

89 Joyful, joyful, we adore thee	HYMN TO JOY
66 Praise, my soul, the King of heaven	LAUDA ANIMA
139 Praise to the Lord, the Almighty	LOBE DEN HERREN
126 Sing praise to God who reigns above	MIT FREUDEN ZART
90 Ye watchers and ye holy ones	LASST UNS ERFREUEN
451 Be thou my vision	SLANE
138 The Kind of love my shepherd is	ST. COLUMBA
384 Love divine, all loves excelling	BEECHER
102 Now thank we all our God	NUN DANKET
559 Christ is made the sure foundation	WESTMINSTER ABBEY
61 Come, thou almighty King	ITALIAN HYMN

PARKING MAP


NORMANDY AVE
HILLCREST PARKING GARAGE
TOLLESON
PERKINS HALL
SMU
MEADOWS PARKING GARAGE
MOORE HALL
ARDEN FOREST
SCHLEGAL ST
POTOMAC AVE
COVERED DRIVE
STADIUM
HILLCREST AVE
HPUMC
PRACTICE FIELDS
BISHOP BLVD
OWNBY DR
SANCTUARY ENTRANCE
MOCKINGBIRD LANE
ABBOTT AVE
75