



## Oxford United Methodist Church

### 2019 – 2020 Wedding Policy

***The pastor and staff of Oxford United Methodist Church wish to make every wedding a sacred and memorable event. It is our desire that each couple realize this is not a social event but instead know that the ceremony of Holy Matrimony is a sacramental service of worship.***

**The Wedding Policy** is for your information. It entails the accepted wedding policies Oxford United Methodist Church has set forth.

**The Appointed Pastor of Oxford UMC** is in charge of scheduling, coordinating, and officiating weddings at Oxford. If the couple requests additional clergy or clergy other than the Pastor, Oxford's Pastor must approve a clergy change before any further arrangements are made. Oxford UMC recognizes and adheres to the policies of the Rio Texas Conference of the UMC regarding retired clergy or previous appointed Pastors.

**The Pastor and the Wedding Coordinator** are in charge of the wedding ceremony. The Wedding Coordinator will clear the date for your wedding at which time the couple will meet with the pastor. After meeting with the pastor the couple will meet with the Wedding Coordinator.

**Scheduling The Wedding And Rehearsal:** Because members have priority, non-member weddings may not be scheduled for more than six (6) months in advance. Please remember when scheduling your wedding and rehearsal that the date and time is on the church calendar and cannot be changed. ***It is of utmost importance to make sure all parties arrive on time to the rehearsal and wedding. Of equal***

***importance is that everyone attends the rehearsal. This includes the parents, grandparents, ushers and soloist.***

There may be another rehearsal following your rehearsal. Be respectful of the time allotted for your rehearsal.

**The following dates are exempt for Weddings:**

Holy Week

Easter Day/Week-End

Memorial Day

July 4<sup>th</sup>

Labor Day

Thanksgiving Day/Week-End

Christmas Week, Eve/Day

New Year's Eve/Day

**CONFIRMATION OF YOUR WEDDING AND REHEARSAL DATE IS WHEN: *You have met with the pastor and the pastor has agreed to perform the ceremony and the deposit has been paid.***

**Fees for Services**

**Member and Non-Member**

Pastor	\$250
Wedding Coordinator/Wedding	\$100
Wedding Coordinator/Rehearsal	\$75
Pianist/Organist	\$150
Pianist/Organist Rehearsal	\$150
Sound Technician / Rehearsal	\$65

Sound Technician / Wedding	\$65
Custodian/Wedding	\$75
Custodian/Rehearsal	\$75
Programs/ Bulletins	\$35 (100 bulletins color printed)
Projected Image/ Media	\$65
Administrative Fee	\$50

**Fees for Building Use:**

	Non-Member	Member	Utility (3 hr. min)
Deposit	\$100	\$100	member AND non-member
Sanctuary	\$300	\$150	\$60/hr.

**Couple must be ACTIVE contributing members of Oxford UMC for one year prior to date of wedding.**

Compensation for the Pastor may be discussed between the couple and the pastor. An appropriate amount is \$250.00. Other arrangements can be made.

The deposit will be returned within one (1) week after the wedding, if there is no damage. If the damage exceeds the deposit, it is the responsibility of the couple to pay the difference.

***The deposit has to be paid in full for the wedding to be scheduled.***

***All other fees have to be paid thirty (30) days prior to the rehearsal/wedding.***

***There is no refund on the deposit or any other fee if the wedding is cancelled less than thirty (30) days prior to the wedding. If cancelled 31 days or more before the wedding date, one-half of the deposit and/or any other fees will be refunded.***

**MUSIC:** Music will be coordinated by the couple and the musician. The Pastor must be made aware of the musical selections to determine that each piece is appropriate. If there is a soloist, it is the responsibility of the couple to provide the soloist the telephone number of the organist so that he/she can set up an appointment for practice with the organist. The soloist will be responsible for providing the organist sheet music for the solo. The Wedding Coordinator and the

Organist can provide names of soloists if the couple will need to include the Soloist fee when making final payment of the fees. The Wedding Coordinator and the Organist need to be given the name and telephone number of the Soloist. The Sound Technician must receive information on what instruments will be used and if a microphone will be needed for a soloist.

**ORGANIST:** It is the responsibility of the couple to set up an appointment with the church organist to make their selections for the ceremony. If another organist is used, the Oxford United Methodist Church Organist will need to meet with the guest organist to discuss use of the church organ. The name and telephone number need to be given to the Organist and the Wedding Coordinator.

**FLORIST:** After selecting the florist, the name and telephone number need to be given to the Wedding Coordinator. The WC will open the sanctuary for the florist. Plastic must be under all flower and candles. All Candles must be drip less. **No tacks, tape, staples, putty or any other method of securing decorations/flowers that will mark or damage property of Oxford United Methodist Church.** The florist cannot arrive less than three (3) hours before the wedding party arrives. The bridal party needs to appoint someone to take flowers from the wedding to the reception. The florist must pick up candelabra, etc. no later than the following day the church office is open.

**PHOTOGRAPHER/VIDEOGRAPHER:** *Without exception there will be no photographs taken during the exchanging of the vows.* This is a reverent time of devotion and worship. Even if there is no flash the “clicking” is a distraction. The photographer may, while standing in the back, take pictures of the bridal party as they enter and leave the sanctuary. The photographer should take pictures of the groom and his party and the bride and her party, separately, prior to the ceremony. **After the ceremony, the photographer has thirty (30) minutes ONLY for photography.**

The videographer may set up in a discrete location to video the ceremony. **The location has to be approved by the Wedding Coordinator. The videographer may not leave that location until the bridal party leaves the sanctuary.**

**ARRIVAL OF WEDDING PARTY:** Wedding party may arrive up to 2 hours before the ceremony. Any time over 2 hours is too long – it’s much better to arrive less than 2 hours before the ceremony, with very little to do at the church. EX: Bridal party to dress at the church. Hair and make-up should already be done. The groom and groomsmen should already be dressed and ready for photographs when they arrive. The Wedding Coordinator will put the boutonnieres on the groomsmen, corsages on the women, and distribute the bouquets. It is very important for the ushers to be in place 45 minutes before the ceremony.

**ALCOHOL/SMOKING:** No alcohol (including wine or champagne) is allowed on church property. **If any member of the wedding party, including the Bride and Groom arrive intoxicated or indulge in alcoholic beverages on church property, the wedding will be cancelled.** Smoking is not allowed on church property.

*The policies and procedures have been approved by the Oxford United Methodist Church Pastor, Staff and the Board of Trustees.*

**Bride** \_\_\_\_\_ **Date** \_\_\_\_\_

**Groom** \_\_\_\_\_ **Date** \_\_\_\_\_

**Church Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Contract For Use of Oxford Facilities  
(Other than Weddings)**

Facility being rented: \_\_\_\_\_

Date (s) and Time (inclusive of rental): \_\_\_\_\_

Name, Address, and Telephone # of Renter \_\_\_\_\_

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1. Deposit:	\$100
2. Cost of Facility:	_____
3. Utility Charges:	_____
4. Custodian (optional)	_____
5. Other Staff _____	_____
Total	_____

(contract is not binding until fees are paid)

I have read and understand the Oxford UMC Building Use Policy and will abide by its provisions, as well the rules listed on the back of this contract and any other written or verbal instructions I am given.

**Renter/Date Signed** \_\_\_\_\_

**Church Rep/Date Signed** \_\_\_\_\_

## **OXFORD UMC BUILDING USE POLICY**

### **Use of Facilities Approval**

Use of the sanctuary is limited to Christian related activities, only the pastor may waive this requirement.

Use of other facilities may be approved by the Facility Manager or the Program Director.

Use of facilities may require a deposit and signing a contract, the Facility Manager or Program Director will provide the contract.

### **Scheduling/Reservations**

#### **Weddings:**

Weddings are a special circumstance and there is a specific wedding policy in place that will be the guide for facility use for weddings. Scheduling and reservations for weddings are made through the Facility Manager or Program Director. They will check the church calendar and will book the wedding and rehearsal when the required security deposit for the facilities is received.

See the Oxford UMC Wedding Policy for additional information regarding weddings.

#### **All other uses:**

Scheduling and reservations for all uses other than weddings will be made through the Facility Manager and/or Program Director who will check calendar and post the event on the calendar when the required deposit is received (if needed). After the event, the deposit will be mailed back, within 5 business days, unless cause requires retention of deposit. If cause exceeds the amount of the deposit, it will be the responsibility of the person making the reservation to pay the difference.

## **DECORATIONS**

Floral arrangements in modest sized containers may be placed on the Lord's Table. Plastic must be placed under all fresh flower arrangements/plants.

During warm weather, the air conditioning will be turned on two hours prior to the event. Please have fresh flowers/plants delivered during that time to prevent wilting.

All candles used must be drip less and place in a candelabra. Plastic floor coverings will be placed under all candelabras. **NO** candles will be used in the aisles.

**No decorations of any kind may be attached to the pews, communion railing, or any other furniture, ceiling or walls by putty, pinning, gluing, nailing, tacking or taping, no adhesives of any kind may be used on any part of any building.** The Board of Trustees has approved one exception on painted walls only, never on wood. THE ONLY APPROVED EXCEPTION is the use of 3M brand "Command Strips" and they may only be used with the expressed approval of staff or a Broad of Trustees member.

All decorations should be removed expeditiously. If using candles, remember to allow it to cool and the wax to set before removing it. The custodian will vacuum the floor after all decorations are removed.

The florist must pick up the candelabra, etc. no later than the next business day that the church office is open. The church office must have the name and phone number of the florist.

Please inform the church office if you wish flowers to remain for Sunday services and what you want done with them after Sunday services.

## **SOUND SYSTEM**

The sound system requires an Oxford trained operator. If the event requires the use of the sound system, it is the responsibility of the person wanting use the sound system to contact the sound technician to insure that a trained and approved operator is available.

## **MUSIC COORDINATOR**

Oxford's music staff in conjunction with the wedding party or Officiating Pastor will serve as music coordinators for all events which use church sound equipment and musical instruments. The church pianist and organist have the right of first refusal for all weddings at Oxford. Oxford's individual musician fee is \$150. Outside musicians must negotiate and collect their own fees. It is your responsibility to provide cell phone numbers for musicians to the music coordinator and event planner.



## **APPLIANCES**

If any appliances are used, i.e. refrigerator, range, microwave oven, coffee makers, they must be thoroughly cleaned at the end of the event and left in the appropriate condition (unplugged, turned off or whatever is safe mode for that appliance). It is not the responsibility of the custodian to clean them and put them away.

## **RESPECT FOR THE CHURCH FACILITIES/REMINDERS**

Anyone who uses any of the facilities will leave everything clean and set-up the way they found it or by direction of the Facility Manager.

Consumption of alcoholic beverages or possession of any illegal substances or firearms are not permitted on the premises. Smoking is not permitted in any building.

**The Pastor, Facility Manager, or Program Director have the right to cancel an event if a member of the party is under the influence of alcohol or drugs.**

Do not leave valuables unsecured at any time in the dressing area or unlocked cars. Be sure to remove all personal items from the facility prior to leaving.

If a large event is planned in Oxford facilities, security may be required. It will be the duty of the church administrator to discern when it will be expected and to secure a licensed officer. This will incur additional charges.