



CHAPPELL HILL UNITED METHODIST CHURCH

5195 Church Street - P.O. BOX 285
CHAPPELL HILL, TEXAS 77426

Chappell Hill UMC
www.ch-umc.org

Rev. Paula Behrens
rev.paulajeane@yahoo.com
(979) 836-7795
Pastor's Study

Carolyn Neal
carwneal@yahoo.com
(979) 251-9322
Lead Wedding Coordinator

Peggy Guire
rhgranch@hughes.net
(979) 836-9287
Wedding Coordinator

WEDDING POLICY

Chappell Hill United Methodist Church has been in continuous operation since 1852. This building replaced an earlier building when it was destroyed by the 1900 Galveston hurricane and was built in 1901. It is almost the same now as when it was built.

Today we operate under the guidance of the West District of the United Methodist Church as a part of the Texas Conference, which is headquartered in Houston, Texas. We are open for worship every Sunday and are active in many community programs. The following guidelines will help you in planning your wedding in our church. Please read these guidelines carefully. If you have any questions, please feel free to call the wedding coordinator or the Pastor.



The sanctuary of Chappell Hill United Methodist Church is itself an offering of praise to God. Its beautiful German Gothic architecture and jeweled glass windows are designed to draw worshiper's thoughts upward to things divine. Thus, in order that nothing may detract from the sanctuary's beauty, wedding decorations should be kept as simple as possible.

A unity candle holder is available at no additional cost. However, the two drip less; tapered candles will be provided by the church at a cost of \$3.00. The wedding party must provide their own Unity Candle. The church also requires that if a wedding party would like to have candelabras, they use the ones provided by the church, each holding seven drip less candles (included), available at a fee of \$50.00. **ONLY DRIP LESS CANDLES ARE ALLOWED.** And, candles are limited to the altar and altar area **ONLY**. Please use **EXTREME CAUTION** when candles are used, as this is a wooden church. Two plant stands are available for use, as well.

A groom's dressing room/rest room is available in the Adult Ministries building directly across the street from the church. The bride's dressing room and two additional restrooms are located in the Activities and Educational Center.

SMOKING IS NOT PERMITTED ANYWHERE IN THE CHURCH BUILDING. NO WEDDING OR REHEARSAL WILL BE CONDUCTED WHEN ANY MEMBER OF THE WEDDING PARTY IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

The piano **MUST NOT BE MOVED**. The legs on this instrument are very fragile.

No photography will be permitted during the ceremony with the exception of the entry of the bride **ONLY**. Video taping of the ceremony is acceptable within the Pastor's guidelines. Please coordinate this with the Pastor prior to the ceremony.

Two attendants, provided by the wedding party, will be required to help the wedding coordinator at the beginning of the ceremony, when the bride, bridesmaids and

maid/matron of honor enter. Ushers (as directed by the wedding coordinator) will seat the guest by the two side aisles. The center aisle is reserved for the bride.

Bows and/or flowers may be attached to the pews with PLASTIC CLIPS ONLY. These are available from the Church. SCOTCH TAPE, STAPLES OR THUMB TACKS ARE NOT TO BE USED.

Arrangements for the musical portion of the ceremony must be coordinated with the Pastor. The Pastor has final approval of all music. If the services of a pianist are desired, it will be the responsibility of the wedding party to make arrangements for the rehearsal and wedding ceremony well in advance of the selected time. At this time the church organ is NOT available for use during wedding ceremonies, however, the piano is available for use by musicians provided by the wedding party.

The bride and groom are asked to deliver the license to the Pastor at the rehearsal. The wedding ceremony will not take place without the license. REHEARSALS SHOULD BEGIN PROMPTLY AT THE APPOINTED TIME.

The use of birdseed, confetti, flower petals, etc. is STRICTLY PROHIBITED INSIDE THE SANCTUARY. Birdseed or bubbles may be used OUTSIDE ONLY following the wedding.

The church will not be responsible for personal items such as wedding gowns, wraps or purses brought to the church, nor will it be liable for such items if lost, stolen or damaged. However, we will use every reasonable effort to assist the wedding party in protecting such property.

The Pastor of Chappell Hill United Methodist Church will participate in each wedding ceremony. However, it is permissible for a minister from another United Methodist Church or other denomination to assist in the service (upon approval of our Pastor). Arrangements must be made with our Pastor well in advance of the wedding date. Each clergy person participating in the service will be compensated for his/her services.

Flowers placed on the altar will not be higher than the cross. If flowers are to be left on the altar for church services, please let the wedding coordinator know. It is expected that arrangements will be made for otherwise removing all flowers, decorations, equipment, personal possessions, etc. after the ceremony.

THE BRIDAL PARTY IS EXPECTED TO LEAVE THE CHURCH BUILDINGS CLEAN AND READY FOR THE NEXT EVENT.

Premarital counseling is an important commitment for engaged couples who want to learn more about their strengths and weaknesses as a couple, as well as the importance of communication, thus enabling them to start their marriage off in a covenant relationship. Three sessions prior to the wedding are required to adequately counsel and instruct the couple. The couple will need to set up these appointments with the Pastor.

A \$50 nonrefundable deposit along with the couple's completed reservation form must be received by the Pastor before a specific date will be reserved on the church calendar. The minister's fee is to be paid on or before the first counseling session. A check for the Pastor may be mailed to P.O. Box 285, Chappell Hill, TX 77426. All other fees MUST be paid no later than two weeks prior to the wedding date.

ALL FEES MUST BE PAID IN FULL AT LEAST TWO WEEKS PRIOR TO THE WEDDING DATE.

Finally, this is an active church with ongoing religious programs. It is decorated for seasonal, religious events such as Easter, Thanksgiving and Christmas. Please keep this in mind when selecting a wedding date as these decorations WILL NOT be removed.

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