



Policies & Procedures



FMCBryan
love. witness. *serve.*



FIRST METHODIST CHURCH OF BRYAN

E 28th Street at the corner of S. Houston Avenue

506 E 28th Street
Bryan, Texas 77803

(979) 779-1324
www.fmcbbryan.org

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Introduction

The marriage ceremony is a joyous occasion and one of the most sacred rites conducted in churches by Christian ministers. It is our desire to assist you in making your wedding a memorable, meaningful service and a celebration of the anticipated blessings by God upon your lives together as husband and wife.

The purpose of this booklet is to assist you in your wedding planning. The Order for a Service of Christian Marriage in the Global Methodist Church is a ritual that has come through the long history of the Christian church and we approach it with deep respect. This sanctuary has been hallowed by the love for God and the sacrifice of people from all walks of life who have provided this place of worship. You have not chosen a secular setting, but a House of Worship and a Christian ritual in which to make your holy vows.

The historic biblical pattern for marriage is between one man and one woman (Matthew 19:4-6). Therefore, FMC Bryan shall conduct weddings uniting only one man and one woman in this holy covenant. The senior pastor must abide by the doctrine and teachings of the church. FMC Bryan clergy have the final authority to approve wedding services at FMC Bryan.

These guidelines will help you as you begin preparations.

Reservations

The wedding is regarded as a **MEMBER WEDDING** if the bride, groom, parents, or grandparents have been **active, regularly attending members** of First Methodist Church, Bryan (FMC Bryan) for at least four months **prior** to scheduling the wedding date. Member weddings dates will not be scheduled or confirmed any closer than 11 months in advance of the desired date.

At the time the wedding is scheduled; unless the bride or groom, parent, or grandparent have been active members of FMC BRYAN for at least four months, the wedding is regarded as a **GUEST/ NON-MEMBER WEDDING**. To schedule a guest wedding, please be aware that the wedding will not be scheduled or confirmed any

closer than four months from the desired date.

During counseling sessions between the presiding pastor and the couple, the hour of the rehearsal and wedding will be established as well as the locale (Sanctuary or Chapel).

Weddings are not scheduled during Holy Week or on Sundays. We do not schedule weddings, rehearsals, or receptions on the following days or weekends of: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

A deposit is required when scheduling the wedding. **For members, the balance of fees is to be paid at least one month prior to the wedding. All guest (non-member) wedding fees are due when scheduling the date on the church calendar.** The deposit will be refunded within 2 weeks after the wedding if all guidelines have been observed. If there is any damage to the buildings or furnishings, the deposit is forfeited and a bill will be sent to the wedding couple to cover total damages. The wedding couple are responsible for all damages. The total fees are refundable in the event of a member wedding cancellation. For a guest wedding, all fees, except the deposit, will be refunded if the wedding is cancelled 30 days or more in advance of the reservation. All forms must be turned in to the church office no later than 30 days prior to the wedding date. **Wedding dates are NOT FINAL and secured until the deposit has been paid.**

Guest Weddings

A wedding ceremony at FMC Bryan is a Methodist Worship Service and is one of the most sacred rites which our ministers perform under the ordination and authority of the church. Both of the wedding partners are to attend worship at FMC Bryan at least four Sundays prior to meeting with the presiding pastor to confirm the wedding date. In order for us to know you were in attendance, please sign the guest register on the Sundays you attend. Non-member weddings may not be scheduled more than four months in advance of the wedding date. The Order of Worship as printed in the Wedding Booklet MUST be followed by ALL

weddings.

Facilities

The Sanctuary, Chapel, and Heritage Room are available for weddings, subject to prior schedules and limitations. The Sanctuary has a seating capacity of 480, the Chapel seats 40, and the Heritage Room seats 96.

Dressing rooms for the bride and groom and their respective attendants are available without extra charge. Air conditioning or heating is provided as needed for the rehearsal and three hours prior to the wedding. All personal items must be removed **immediately** after the ceremony and the rooms left in the condition they were found. If the reception is held at FMC Bryan, the dressing rooms will be



The Sanctuary



The Chapel





The Heritage Room

available until the end of the reception. The wedding hostess must be consulted before food or drink is allowed in the Groom or Bride's room. **Alcoholic beverages, must not be brought onto the church premises. Smoking is not permitted on church premises. If anyone in the wedding party is consuming alcohol, using tobacco (including e-cigs and vape pens), or illegal drugs, then the presiding pastor has the right to cancel the ceremony. You will forfeit your deposit if you fail to comply with this policy. The wedding couple is responsible for informing the wedding party of all policy requirements.**

Child care and nursery facilities are not available for use during rehearsals or receptions. However, during weddings, child care is available for children four years and younger, at a three hour maximum. The charge is \$150 for members and non-members. Only FMC Bryan staff may work in the nursery. The church must be notified 30 days before the wedding as to the number of children expected.

Music

NO PRE-RECORDED MUSIC IS ALLOWED, with the exception of a solo or special music. The organist at FMC Bryan will be the organist for all weddings. The Director of Music and Worship Ministry or the organist may make exceptions for qualified persons; however, we must have the name and telephone number of the guest organist so we can contact him/her before a request is granted.

The bride should contact the organist concerning the choice of music soon after wedding approval. No arrangements for music should be made until after a discussion with the organist to ensure that all music is in keeping with the sacredness of this service. Sacred music or select classical music is appropriate for a service in the Sanctuary or Chapel. Final approval of the music rests with the organist and pastor. Organ music will begin approximately 30 minutes before the wedding ceremony. **Only FMC Bryan sound technicians** may be used unless approved before hand by the Director of Music and Worship Ministry. On the wedding day, musicians should complete all pre-service rehearsals one hour before the service begins.

The following list of traditional music may help guide you in your selection of music:

Vocal Solos

The Lord's Prayer (any setting)

O Perfect Love (any setting)

The Greatest of These is Love Bitgood

Entreat Me Not to Leave TheeGounod or Young

The Wedding Prayer..... Dunlap or Williams

Wedding Hymn Handel

O Lord Most HolyFranck

Eternal Life..... Dungan

How Do I Love Thee Lippe

May They Be Forever Blest (Ave Maria)..... Schubert

The Gift of Love..... Hobson

A Wedding Blessing.....Pelz or Grieb

O God of LoveLovelace

Wedding Blessing Concordia

Many More Possible

Preludes

The organist will be happy to select this for you if you desire. This music should be joyous, happy, and varied.

Chorale Preludes	Bach, Brahms, or others
Wedding Music	Lovelace, David N. Johnson, Concordia, Drinkwater
Organ Works	Stanley, Handel, Mozart, Haydn, Vierne, Langlais

Processionals and Recessionals

Trumpet Voluntary in D Major	Purcell
Trumpet Tune in D Major.....	Purcell
Rigaudon.....	Campra or Lully
Allegro Maestoso (Water Music)	Handel
Ode to Joy.....	Beethoven
Trumpet Tunes	John Stanley, David N. Johnson
Psalms XIX.....	Marcello
Agincourt Hymn.....	Dunstable/Swann
Bridal Chorus.....	Wagner
Wedding March.....	Mendelssohn
Canon in D	Pachelbel
Jesu, Joy of Man’s Desiring	Bach

Reception Music

Popular songs, love songs, or Broadway show music which would not be appropriate for use in the Sanctuary may be used at the wedding reception. The Aggie War Hymn and other school songs may not be played in the Sanctuary, but are appropriate at a reception.

Ceremony

The following Order of Worship shall be used in all wedding ceremonies at First Methodist Church, Bryan. If a couple desires to make changes to the worship order, add or detract from its content, it must be approved in advance by the presiding pastor. Requests to include other clergy must also be approved in advance, and a copy of their credentials must be sent to the church office before clergy of FMC Bryan will approve the participation of other clergy. A wedding date cannot be secured by either the Director of Music and Worship Ministry or the church organist. The marriage vows shall not be changed!

Requests to serve Holy Communion shall also require pre-approval. If Holy Communion is included in the worship service, the following stipulations shall be observed: Holy Communion shall be offered to all, and the service shall include the appropriate liturgy to be printed in the Order of Worship provided by the couple. (Page 12-14 in the Methodist Hymnal.)

Order of Worship (Must be used for ALL weddings held at FMC Bryan)

Prelude

Seating of the Families

* Appropriate time for Special Music

Chiming the Hour

Procession of the Wedding Party

Procession of the Bride

Pastoral Greeting

Declaration of Intention

Presentation of the Bride

* Appropriate time for Special Music

Scripture Reading

Wedding Homily

Exchange of Vows

Blessing and Exchange of Rings

Lighting of the Unity Candle/ Combining of the Unity Sand (Optional)

* Appropriate time for Special Music

Declaration of Marriage
Blessing of Marriage
Lord's Prayer (Spoken or Sung)
Sacrament of Holy Communion (Optional)
Dismissal with Blessing
Recessional

Rehearsal

The rehearsal shall begin promptly at 5:30 p.m. or 6:00 p.m. the evening prior to the wedding. Ask your wedding party to arrive 15 minutes early in order for the rehearsal to begin. The rehearsal should last approximately one hour. Bride, groom, parents, ushers, groomsmen, bridesmaids, flower girl, ring bearer, and any other participants should be at the rehearsal.

To preserve the sacred dignity of the wedding ceremony, children eight years old or older may stand with the wedding party. Younger children may walk down the aisle during the processional, but they must be seated with the adults in the front pews as the ceremony begins. Exceptions to this guideline will be made for very small weddings, and those involving children of the bride or groom.

Smoking is not permitted in the church. No rehearsal will be conducted when any member of the wedding party is under the influence of alcohol. The presiding pastor and wedding hostess of FMC Bryan will be in charge of the rehearsal. Wedding planners are under the authority of the wedding hostess and presiding pastor. The wedding coordinator/planner may assist the hostess, but shall have no part in planning the wedding service or conducting the wedding.

Reception

The gym in the Christian Life Center (CLC) is available for wedding receptions and seats 240 approximately. The Heritage Room seats 96. Separate reservations must be made for use of this facility. Round tables that seat up to eight persons are available for use. As stated in the FMC Bryan Guidelines; dishes, glasses, silverware, and cooking utensils are not available for use. The caterer will be

responsible for furnishing items that are needed to furnish the reception. Any equipment brought into the CLC must be removed immediately after the reception. The facilities must be left in the condition in which they were found. Trash shall be removed by the custodian.

Compliance with the following guidelines shall be observed:

- Alcohol and tobacco are strictly prohibited.
- The use of rice is prohibited. Only birdseed may be used. Please distribute pouches to wedding guests outside only.
- Sparklers or any kind of fireworks are prohibited.
- Use of drones inside the facilities are prohibited.
- Only registered service animals are allowed in the facilities.
- Dogs, cats, or other animals are not permitted to participate.
- Saturday evening receptions must conclude by 10:00 p.m. so the facilities may be prepared for Sunday use.

Decorations

Our Sanctuary lends itself to simple decorations. The symbols of our faith and the dignity and elegance of our place of worship provide a beautiful setting for the wedding ceremony.

The following guidelines are to be observed for decorating the Sanctuary:

- The Bible must remain on the altar, and the flowers on or to the side of the altar must not be higher than the cross on the altar.
- No decorations are allowed on the pulpit or lectern.
- The altar and chancel furnishings shall not be moved or obscured by flowers or decorations. The wedding hostess can provide additional information about where decorations may or may not be placed. Tacks, nails, or glue shall not be used to fasten any decorations to the furniture.
- If you choose to have pews marked with candles, you **must** use FMC Bryan pew markers (any other pew markers will not be allowed). FMC Bryan's pew markers are brass pew torches with an oil burning candle and hurricane

globe. You will be responsible to decorate the pew markers, if desired. Unprotected taper candles and aluminum tub candles will not stay lit and may not be used. Polyethylene or similar plastic material must be used under the Unity Candle or candelabra to protect the carpet and furniture. The florist shall be responsible for cleaning any wax from the carpet or furniture that was used in the wedding and will be held responsible for damages. The florist may charge these expenses to you. Any other type of candle used will result in losing your \$250 deposit.

- Only tissue paper rose petals may be tossed in the aisle of the Sanctuary.
- **Whether you are having your reception at FMC Bryan or elsewhere, the wedding couple must have someone (florist/family/friends) designated to remove all decorations and belongings from the Sanctuary before they go to the reception.** The custodian cannot wait for the reception to be finished before he/she starts cleaning the Sanctuary. Decorations shall not be left on Saturday night. There is no room for them during Sunday activities. Late pick-ups will require a custodian to stay later than their scheduled time and will require additional fees to be charged.
- If the altar has been decorated for a special season, those decorations should not be disturbed.
- Saber arches are not allowed in the Sanctuary. However, this is allowed outside the front entrance doors of the Sanctuary.
- Asparagus fern is not permitted to be used because it is very difficult to clean up.

Wedding Hostess

The couple may visit the church office to pickup the wedding policies booklet and forms, and make an appointment with the wedding hostess. The wedding hostess must always meet with the couple. Parents may attend this meeting with permission of the bride, groom and pastor. The wedding hostess will show the couple the parts of the church that will be involved in the wedding. Our wedding

hostess will explain our wedding policies, costs, deposits, and will coordinate with our staff. The wedding hostess will also advise the couple on what the photographer(s) and florist(s) may and may not do, and the order of worship the couple must follow. The wedding hostess may also advise them on vocalists, florists, and the wedding bulletin. Once the couple has spoken with the wedding hostess, they may make an appointment with the pastor to discuss the wedding and pre-marital counseling.

During the rehearsal, at the presiding pastor's direction, the wedding hostess will walk the couple through the seating of family, placement of the wedding party, and the duties of the ushers so the wedding ceremony will go smoothly.

The day of the wedding, the wedding hostess will arrive at the church about an hour prior to the start of the wedding to ensure that the candles are lit, wedding bulletins and bride's book are placed in the Narthex, the Narthex and Sanctuary are in order, and to see if the bride needs anything. She will then relay to the bride's main attendant the times that the family and bride should be in the Narthex. The wedding hostess and the organist coordinate timing so that everyone will understand when things are supposed to take place. At the time of the wedding, the wedding hostess will direct everyone to their places, close all the doors to the Narthex, and enjoy the wedding!

The wedding hostess works with the pastors and has the authority of the presiding pastor to make decisions as required for interpreting the policy. The wedding planner employed by the couple may assist the wedding party, wedding hostess or presiding pastor, but they have no authority over any part of the wedding service. If a wedding planner is hired, the main focus of their work on the day of the wedding will be the reception. Therefore, the couple should seriously consider if a paid wedding planner is good stewardship of their resources.

Photographer

Since the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to be reverent of the ceremony and the place. Prior to the wedding, the photographer must confer with the presiding pastor or church

wedding hostess with regard to their plans for photographs. Absolutely NO flash photography during the ceremony.

The photographer may take pictures before or after the ceremony in any part of the building. The photographer is permitted to take pictures freely in the Narthex of the Sanctuary; however, no flash bulbs shall be used after the bride starts down the aisle. **No pictures shall be made during the ceremony, whether it is in the Sanctuary, Chapel, or elsewhere in the church, with the exception of time exposures from the balcony or the last row of the Sanctuary.** The photographer must complete all pre-wedding photos 45 minutes prior to the wedding. Video recording may be done from the balcony or from a stationary camera in the choir loft. The photographer/videographer must remain in one place (preassigned) during the service and not move around. Pictures are permitted as the bridal party enters the Sanctuary **only** if the photographer is in the back in a stationary position.

Pictures are permissible during the recessional. The photographer may stand in the Narthex doorway leading from the Sanctuary, or the doorway leading from the Chapel, for these pictures. The bridal party may reassemble in the Sanctuary or Chapel after the ceremony and re-pose for any parts of the ceremony.

The photographer is cautioned about marring furniture by standing on the pews or placing camera equipment on the pews or furniture in the church. If the photographer damages church property, the wedding deposit will be used to pay for the damages. All photographers in attendance at the ceremony shall be dressed appropriately for a worship service.

Fee Schedule

The current fee schedule for Member, Non-Member, and Show-Up weddings is available from the church office.

“Show Up” Weddings

The title “Show Up” wedding implies that the couple simply shows up for a wedding; however, there is more involved. This wedding is similar to standard weddings, but without a rehearsal. All forms must be completed and deposits paid for this wedding to be scheduled. All other rules apply. There is not a rehearsal of the wedding service, but it is presumed that invitations are sent. Decorations, if there are any, may only be made on the day of the wedding. The following staff will be present: wedding hostess, organist, sound technician, custodian, and pastor. Any photographers present must abide by the wedding policy and shall be informed to meet with the pastor before the wedding to discuss protocol. Any wedding planner will be responsible for complying with all the policies in the wedding booklet and the couple is responsible to provide their copy of the wedding policy booklet to the planner. The custodian makes certain the building is opened and climate controlled. Following the service, the custodian cleans up after the service to prepare the facilities for further use. The organist shall be contacted prior (30 days) to the service and music selected in consultation with the organist and pastor. The couple is required to meet with an ordained minister of FMC Bryan for premarital counseling as with all weddings. No one shall be seated or escorted by an usher because there shall be no ushers. There may be a best man and matron/maid of honor. There shall not be anyone one else in the wedding party without consultation with the pastor.

“Stand Up” Weddings

In a “Stand Up” wedding, the couple and an ordained minister of First Methodist Church, Bryan stands up before the Lord in the Sanctuary or Chapel. No other staff is involved. There is no music and no rehearsal. Guests may be invited and the couple may designate a best man and maid/matron of honor. Obviously, this kind of service is at the complete discretion of the pastor. There are no fees for this service, but honorariums may be given.

Conduct

The senior pastor or pastor in charge of the wedding reserves the right to cancel any wedding based on profane/abusive language directed toward anyone or egregious behavior that dishonors the Lord.

Notes

Notes

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