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Scheduling a Wedding

1. **Submit a Wedding Inquiry Form**, available from MDPC's Wedding Coordinator, Meghan Garvin (mgarvin@mdpc.org). The Wedding Coordinator will contact you regarding your inquiry, usually within one week of submission.
2. **Reserve the Date.** After confirming your date, the Wedding Coordinator will place a hold on the church calendar to reserve your date. (See *Choosing a Date*, p. 5)
3. **Confirm Your Minister.** It is your responsibility to contact and schedule with your chosen minister. Minister confirmation is required before proceeding with your booking. Contact information for MDPC ministers is available at the back of this booklet and online at mdpc.org. (See *Role of Your Officiating Pastor*, p. 7)
4. **Submit Form and Deposit to Complete Your Booking.** You will submit a Wedding Request Form, to be provided by the Wedding Coordinator, and a \$500 Reservation Deposit. Please note that your booking will remain in a pending status until these steps are completed. (See *Fees and Payment Schedule*, p. 4)
5. **Schedule Pre-Marital Counseling.** Pre-Marital Counseling is a pre-requisite for marriage at MDPC. (See *Pre-Marital Counseling*, p. 6)
6. **Submit Contracts.** The Wedding Coordinator will provide contracts to be reviewed and signed by you and your vendors.
7. **Schedule Musicians.** Contact our Coordinating Music Director and Organist, Kathryn White, to schedule a consultation regarding your wedding music. (See *Music and Musician Options*, p. 10)
8. **Submit Your Final Payment.** (See *Fees and Payment Schedule*, p. 4)
9. **Complete the Final Wedding Information Form**, to be provided by the Wedding Coordinator. Following completion of this form, you will schedule a phone call or meeting with the Wedding Coordinator to discuss final details.

Fees

Sanctuary	\$1,630	Seats 1,200
Chapel	\$1,230	Seats 200, or 250 with Narthex overflow

Fees include:

- MDPC Pastor and Organist/Pianist honorariums
- On-site wedding coordinator and assistant(s)
- Media technician (required)
- Audio recording of the wedding
- Married Life Prep class (visit mlp.mdpc.org for details)
- \$500 Reservation Deposit. \$200 of this deposit constitutes a Security Deposit which may be refunded following the wedding, unless the facility is left in poor condition or policies are not upheld, as determined by the MDPC Wedding Coordinator.

One hour is allotted for each ceremony. Should a wedding exceed one hour, there will be an additional \$500 fee assessed after the wedding.

Should you wish to use your own minister and/or musicians (pending approval), the MDPC Pastor and Organist/Pianist honorariums will be deducted from your fee.

Payment Schedule

Reservation Deposit	Due at time of reservation
Balance of Wedding Fees	Due one month prior to ceremony

Payments may be made in the form of check or money order. Checks may be made payable to *Memorial Drive Presbyterian Church*, or *MDPC*. Indicate the Bride and Groom's names and the wedding date in the Memo section of the check.

Cancellation Policy

MDPC normally refunds all fees paid to MDPC in the event your wedding is cancelled.

Choosing a Date

Due to the observance of holidays and special events, and the availability of MDPC staff, we regret that weddings cannot be conducted on the following days:

- Sundays
- Easter weekend (Thursday through Monday)
- Thanksgiving weekend (Thanksgiving Day through Monday)
- 1st and 2nd weekends of December (Exceptions may be made for a wedding in the Chapel)
- Christmas Eve or Christmas Day
- New Year's Eve or New Year's Day
- National holiday weekends
- Dates not listed above may be unavailable due to church events or scheduling conflicts. The Wedding Coordinator will address any conflicts upon review of your Wedding Inquiry Form.
- Please note that MDPC enhances the facility with seasonal decorations. It is the responsibility of the wedding party to inquire whether or not the decorations will affect their events, if it is possible to remove the decorations, and, if it is possible, what fees are associated with their removal.

Choosing a Time

Due to the office hours of church staff, weddings scheduled on Fridays must begin between 6:30 and 7:30 PM.

Saturday weddings must begin between 11:00 AM and 7:30 PM.

Please note, your ceremony will begin promptly at your selected time, as will the one-hour allotment for ceremony time. If you foresee an issue with tardiness, please adjust your invitation time accordingly.

Rehearsal Scheduling

The rehearsal may be scheduled between 5:45 and 7:30 PM. It will consist of practicing the processional and recessional, reviewing the wedding ceremony, usher training, and an orientation of MDPC facilities and procedures. One hour is allocated for the rehearsal. Please be sure your wedding party is present and ready to begin at the appointed time.

Scheduling Changes

If it becomes necessary to change the wedding or rehearsal time or date, contact the Wedding Coordinator in writing for options. Major changes less than one month prior to the wedding date are strongly discouraged. While we will make every effort to accommodate your request, we cannot guarantee availability.

Pre-Marital Counseling Requirement

MDPC strongly believes that healthy marriages start with a good foundation and an understanding of the issues faced by married couples. We consider pre-marital counseling to be an essential part of achieving a healthy marriage. Therefore, couples must complete either the Married Life Prep course at MDPC (details at mlp.mdpc.org), or a similar course totaling at least 8 hours, pre-approved by our Relationships Pastor, Brett Hurst. To schedule your participation in Married Life Prep, contact Relationships Ministries.

Marriage License

It is the responsibility of the bride and groom to secure a marriage license from the Harris County Clerk's Office (713-755-6405 or cclerk.hctx.net) or the appropriate county of residence.

A copy of the marriage license must be provided to the Wedding Coordinator prior to the wedding.

Role of the Wedding Coordinator

- Schedules the wedding, rehearsal, and related appointments
- Communicates with the engaged couple
- Ensures that MDPC wedding policies are understood and followed by the couple, wedding party, family members, and vendors. Involved parties and vendors must agree at the outset of planning to adhere to all MDPC policies.
- Assumes responsibility for and authority over rehearsal and wedding day schedule in place of off-site coordinators or family members
- Manages wedding party regarding dressing, photography, and schedule
- Trains and coordinates ushers
- Coordinates details with photographers, florists, musicians, MDPC staff, and additional consultants
- Obtains a copy of the wedding program one week before the wedding to verify details

Role of Your Officiating Pastor

- Maintains clear communication with the couple and MDPC Wedding Coordinator
- Develops and conducts the wedding ceremony
- Has final authority over all aspects of the ceremony (including music, etc.)

Are guest pastors allowed at MDPC?

Guest pastors may assist one of MDPC's pastors, or conduct the ceremony in its entirety. All guest pastors must submit verification of their ordination to MDPC's Wedding Coordinator at least 30 days before the wedding date.

Ushers

- Graciously welcome and seat your wedding guests
- Work closely with the Wedding Coordinator on ushering responsibilities

MDPC asks that you designate a person to serve as Head Usher. It is helpful if this person is familiar with the families of the bride and groom.

Wedding Ceremony Guidelines

A Christ-centered marriage ceremony is a service of worship. All elements, including music selection, should be appropriate to that occasion. Music for your wedding must be selected in consultation with MDPC Coordinating Music Director and Organist, Kathryn White, at least three months prior to the date of the wedding.

Likewise, your pastor will work with you to create a meaningful service which appropriately honors God and celebrates the covenant and union of marriage.

MDPC allocates one hour* for wedding ceremonies, with the total scheduled facility time not exceeding four hours. This includes dressing, photography, ceremony, and clean-up. Receptions held at MDPC are not included in this four-hour time frame.

**The one-hour time frame for the ceremony does not include pre-wedding music or post-wedding photos.*

Communion Policy

Requests to include communion service as a component of the wedding ceremony must be approved by the MDPC Session (Board of Elders) at least three months prior to the wedding date. Please note that if communion is included in a wedding ceremony, the elements must be served to the entire assembly of guests. For more information, contact the Wedding Coordinator.

Flower and Decoration Guidelines

You are welcome to decorate the facilities for your wedding. We ask that flowers and decorations be appropriate to the occasion and tastefully appointed.

- Floral arrangements should not be overly ornate or ostentatious, so as not to distract attention from the worship of God and sacredness of the couple's vows.
- Decorations must not obscure the communion table, cross, or chancel. The communion table is to be left free of any decorations or floral arrangements.
- Florists must not use thumbtacks, pins, nails, tape, or glue on any of the furniture, walls, or appointments. Only ribbon, brackets, or wrapped wire that will not mar the wood may be used to fasten decorations to the pews.
- Fresh flower petals may not be strewn in the Sanctuary or Chapel. Exceptions may be made for artificial flowers.
- Chancel furniture is considered to be a part of the setting and may not be moved for weddings without prior approval.
- Because another wedding may be scheduled after yours in the same facility, all flowers and decorations must be removed immediately following the departure of guests.
- Please do not throw rice or flower petals in hallways or entryways to the church. Birdseed or bubbles may be used, if desired, in the parking lot only. Wedding bubble containers must be distributed outdoors. Bubbles may not be blown in the building.
- Aisle runners are not permitted.
- Confetti is prohibited on the grounds, both indoors and outdoors.

The couple is responsible for communicating these guidelines to the wedding party and all outside vendors.

Deliveries

Due to the active scheduling of our facilities, please check with the Wedding Coordinator to confirm the time that the florist or bridal shop may decorate or make deliveries. Dresses, flowers, and decorations may be delivered to the church on the day of the wedding; however, they are considered to be the responsibility of the wedding couple/party.

Music and Musician Options

MDPC proudly offers the services of our Coordinating Music Director and Organist, Kathryn White, to play the organ and/or piano for your wedding. Kathryn will help you select the most appropriate and meaningful music for your special day, as well as additional musicians and soloists, if desired.

Guest organists, pianists, and musicians are welcome to participate with Kathryn's prior approval. Honorariums for these guest soloists and extra musicians are not included in the MDPC wedding fee schedule.

All music in the ceremony, including preludes and postludes, must be performed live. Recorded music is not allowed.

Audio Recording

MDPC can provide you with one audio recording of your wedding ceremony. A Media Technician will be present for two hours on the day of your wedding— one hour of preparation/testing, and one hour for the ceremony. To request the Technician to be present at the wedding rehearsal, please contact the Wedding Coordinator. There is an additional \$105 fee for this request.

If you choose to use the projectors in either the Chapel or Sanctuary there will be an additional \$205 fee. This request must be made no later than one month in advance of the wedding date. Should there be a request for projectors within one month of the wedding, and if we are able to accommodate the request, an additional 20% fee will apply.

Photography and Videography Guidelines

Photography and videography are encouraged to capture your wedding. Sensitivity to the occasion is essential.

- Flash photography is limited to before and after the ceremony.
- The placement of cameras is limited to designated and unobtrusive locations. The specifics of these policies can be found on the Photography and Videography Policies Contract, which will be provided by the Wedding Coordinator. Photographers and videographers are required to meet with the Wedding Coordinator on the day of the ceremony to review all policies and procedures.
- The videographer is responsible for his or her own audio. If so desired, the videographer must provide his or her own microphones for the bride or groom. All pastors, musicians, and speakers will have microphones from MDPC. Patching into the house system for audio is prohibited. MDPC will provide one MP3 of the event through the Wedding Coordinator after the event, if requested.
- Videographers must contact the Technical Director in the Media Department a minimum of two weeks prior to any event they are working. This allows the Media Department and the videographer to work in unison for this special event.
- The use of drones is prohibited both inside and outside of the church.
- No exceptions will be made to these policies unless approved in advance by the Wedding Coordinator.

Dressing Rooms

MDPC offers facilities for the wedding party to dress and prepare for the ceremony. Bride's rooms are available, complete with restrooms, mirrors, tables, and chairs, in a fitting environment to the occasion. Several rooms are available for the groom and his attendants to dress and prepare. We encourage you to secure all valuables left in these rooms. MDPC is not responsible for valuables left in the Bride's rooms or other dressing rooms.

Gifts

The wedding couple should appoint someone to be responsible for any wedding gifts brought to the church. Please arrange for gifts to be delivered to the family after the ceremony or reception. MDPC is not responsible for gifts left at the church.

Alcohol Policy

Alcohol may not be served or consumed on MDPC property, including in the parking lots. Failure to comply with the Alcohol Policy will result in loss of the Security Deposit and possibly further action.

Smoking Policy

Smoking is permitted only in the parking lots.

Want to learn more about MDPC?

If you are looking for a church home or interested in learning more about MDPC, contact one of our Pastors or Membership and Renewal Director, Diann Turet.

CONTACTS

Meghan Garvin, Wedding Coordinator
mgarvin@mdpc.org | 713-953-2550 ext. 313

Kathryn White, Coordinating Music Director and Organist
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PASTORS

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