

Memorial Drive Presbyterian Church
Wedding Information and Policies Booklet

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Scheduling a Wedding

1. **Submit a Wedding Inquiry Form**, available on the Weddings page of the MDPC website, weddings.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. 4)
3. **Confirm Your Officiant.** It is your responsibility to contact and schedule with your chosen pastor or minister. Confirmation of your officiant is required before proceeding with your booking. Contact information for MDPC pastors is available at the back of this booklet and [online here](#).
(See *Role of Your Officiating Pastor*, p. 5)
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 \$500.00 Reservation Deposit. Please note that your booking will remain in a pending status until these steps are completed.
(See *Fees and Payment Schedule*, p. 3)
5. **Schedule Pre-Marital Counseling.** Pre-Marital Counseling is a pre-requisite for marriage at MDPC.
(See *Pre-Marital Counseling*, p. 5)
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 to schedule a consultation regarding your wedding music.
(See *Music and Musician Options*, p. 7)
8. **Submit Your Final Payment.** After confirming musicians and media services, the Wedding Coordinator will confirm your final payment.
(See *Fees and Payment Schedule*, p. 3)
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:

- Four hours of facility time at MDPC, including a one-hour wedding ceremony.
- MDPC Pastor and Organist/Pianist honoraria
- On-site wedding coordinator and assistant(s)
- Standard media package, including one media technician
- Audio recording (MP3) of the wedding ceremony
- Married Life Prep class (visit mlp.mdpc.org for details)
- \$200.00 Security Deposit, which may be refunded following the wedding if the facility is left in good condition and all policies and procedures are upheld, as determined by the MDPC Wedding Coordinator.

The \$500.00 Reservation Deposit will be applied toward the total wedding fee.

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

The total scheduled facility time is not to exceed four hours, including dressing, photography, ceremony, and clean-up. Total facility time is determined by the arrival and departure of the wedding party. Please direct questions regarding the wedding day schedule to the Wedding Coordinator.

One hour is allotted for the wedding ceremony. Should the ceremony exceed one hour there will be an additional \$500.00 overtime fee, plus possible fees for overtime media services. Please direct questions regarding the wedding day schedule to the Wedding Coordinator.

Payment Schedule

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

In most cases, payments may be completed online through MDPC's payment portal. If preferred, payment may be made in the form of check or money order. Checks may be made payable to *Memorial Drive Presbyterian Church*, or MDPC. Please 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, 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 pre-marital counseling is an essential step in achieving a healthy marriage. Therefore, couples must complete either MDPC's Married Life Prep course (details at mlp.mdpc.org), or at least 8 hours of an alternate counseling option to be pre-approved by MDPC's Relationships Pastor. 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 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 are welcome to assist one of MDPC's pastors or to 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.

Role of the MDPC 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.

Wedding Ceremony Guidelines

A Christ-centered marriage ceremony is a service of worship. All elements should be appropriate to that occasion. 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 the wedding ceremony. This allocation is measured from the scheduled ceremony time to the onset of the recessional, not including pre-ceremony music or photography. Should the ceremony exceed one hour there will be an additional \$500.00 overtime fee, plus possible fees for overtime media services.

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.
- Aisle runners are not permitted.
- Fresh flower petals may not be tossed in the Sanctuary or Chapel. Artificial petals are allowed.
- Chancel furniture is considered to be a part of the setting and may not be moved for weddings without prior approval.
- All flowers and decorations must be removed by the wedding party or your vendors immediately following wedding photos.

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. In particular, Christmas décor will be in place from the start of Advent through the new year and will not be removed for any wedding event.

The couple is responsible for communicating these guidelines to the wedding party and all outside vendors. Additional information is available on the Floral and Decorating Policies Contract.

Music and Musician Options

Music for your wedding must be selected in consultation with MDPC's Coordinating Music Director and Organist at least three months prior to the date of the wedding.

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.

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

Media Services

MDPC will provide media services for your wedding ceremony. The standard media package (included in the wedding fee) provides one Audio/Visual Technician to perform the following services:

- Microphone for 1 or 2 Pastors (MDPC or Guest)
- Podium Microphone for Reader(s)
- Sound Support for Organ and/or Piano
- Microphone for One Soloist (Vocal or Instrumental)
- Microphone for One Additional Music Element (e.g. violin, guitar, second vocal soloist, etc.) Musicians should consult Wedding Coordinator and Media Department regarding necessary cables and/or amplifiers.
- One MP3 recording of the wedding ceremony, to be delivered by the Wedding Coordinator via email in the weeks following the wedding. The raw, multi-tracked audio files are also available upon request.

The Technician will arrive one hour prior to the ceremony for set-up and sound check. The Technician will not be present for the wedding rehearsal. To request the Technician to be present at the wedding rehearsal, please contact the Wedding Coordinator. Should you wish the Technician to be present at the wedding rehearsal, a \$105.00 fee will apply.

Requests for media support in addition to those described above will require an additional Audio/Visual Technician(s) and additional fees will apply. Requests will be assessed on a case-by-case basis. In order to coordinate media services and determine final payment, media services (and therefore musicians) must be confirmed one month in advance of the ceremony via the Wedding Coordinator. In the event that media services are not confirmed one month in advance of the ceremony, the standard media package will be applied and requests for additional media services may be declined. Any late requests that are able to be accommodated will be charged a late request fee. Additional information is available on the Wedding Media Services Contract.

Photography and Videography Guidelines

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

- Flash photography is not permitted during 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. If requested with at least two weeks' advanced notice, the A/V technician can provide a stereo, dual XLR line out for an audio feed. Cables and adapters are the videographer's responsibility. Requests made at the time of the wedding may not be accommodated. The videographer may also provide a flash drive or portable hard drive to the A/V technician for the transfer of MDPC's multi-tracked recordings.
- The use of drones is prohibited inside the church.

No exceptions will be made to these policies unless approved in advance by the Wedding Coordinator.

Ushers

MDPC asks that you designate members of your group to serve as ushers. At least two persons for a Chapel wedding and at least three persons for a Sanctuary wedding is preferable. Ushers will assist in graciously welcoming and seating your wedding guests. It is helpful if ushers are familiar with the families of the bride and groom.

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. Designated 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.

Deliveries

Due to the active scheduling of our facilities, please check with the Wedding Coordinator to confirm the time that vendors 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.

Gifts

We encourage that gifts be delivered to the reception venue and not be brought to MDPC. In the event that gifts are brought to the church, please appoint someone to receive and be responsible for the gifts. 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 not permitted on MDPC property, including in the parking lots. Failure to comply with the Smoking Policy will result in loss of the Security Deposit and possibly further action.

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 (dturet@mdpc.org).

Contacts

Meghan Garvin, Wedding Coordinator

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Anna Vickers, Relationships Ministries Coordinator

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Pastors

Alf Halvorson, Senior Pastor

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Map to MDPC

Memorial Drive Presbyterian Church
11612 Memorial Drive | Houston, Texas 77024
mdpc.org | 713-782-1710

