

# *Partners*



*for Life*

## **SPIRIT OF YOUR WEDDING**

A wedding in University Christian Church is a unique event. We are committed to provide a beautiful, warm and meaningful religious wedding ceremony, and we have the staff and experience to do just that. It is part of our ministry to you.

In addition to the ceremony itself, University Christian Church wants to help you make your marriage the best it can be. We provide a carefully planned premarital ministry based on the Prepare/Enrich Inventory, a Life Partner Class which covers essential skill development of communication and conflict resolution, and individual counseling with each couple to look at the strength and growth areas of your relationship. We look forward to working with you in planning your wedding and your marriage.

## **WELCOME TO UNIVERSITY CHRISTIAN CHURCH**

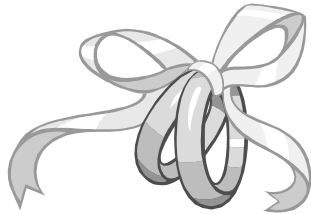
You are about to embark on one of life's most important journeys. You have decided to share your life with someone else and to make that vow in a sanctuary in the presence of God. At University Christian Church, we feel a wedding is a joyous occasion and a very sacred one. Therefore, we believe the ceremony surrounding your union should follow a certain etiquette or traditional esthetic. University Christian Church is dedicated to this ideology and it is the Christian tradition that we bring to this auspicious event.

University Christian Church is committed to the building of strong relationships. We feel that marriage is a serious endeavor for which both bride and groom should be as prepared as possible.

**BE MORE THAN HUSBAND AND WIFE.**  
**BE LIFE PARTNERS**

*Life Partners Seminar (optional; separate fee required)*

Life Partners begins with each participant filling out a questionnaire of preferences designed to assist each couple in identifying the strengths and growth areas of their relationship. Some issues that will be covered are communication skills, assertiveness, and conflict resolution. It is important to understand that a good marriage is a good lesson in the art of compromise and Life Partners will give you the skills you need to keep your marriage going in the right direction!



**STAFF MINISTERS AND GUEST MINISTERS**

The ministers on staff at University Christian Church will officiate a meaningful and sacred wedding ceremony as their schedules permit. The officiating minister will plan your ceremony and rehearsal with you in a private conference. It is your responsibility to schedule the planning conference about three or four weeks prior to your wedding date. It is also your responsibility to obtain a guest minister in the event our staff ministers are not available.

If you and your fiancé obtain a guest minister to officiate your ceremony, you will need to fill out a form containing information about your minister to be turned in with your Wedding Request Form.

**SCHEDULING YOUR WEDDING**

Careful planning will enable you to truly enjoy every moment of your Wedding Day. Arrangements for your wedding should ideally begin at least 8 to 10 months in advance; however, many beautiful weddings are planned in considerably less time. The important thing is to make and follow a timetable. As you share the planning responsibilities with your fiancé, your families, and your attendants, you will experience the fun of doing it together.

Our administrative assistant will help you reserve the date and time for your rehearsal and wedding. To reserve the sanctuary or the chapel, you will need to fill out a Wedding Request Form with as much information as you have available, and send it to the church with the reservation fee.

University Christian Church offers one of the most beautiful sites for weddings in the downtown/University area. We schedule weddings in the mornings, afternoons, or evenings. In order to have your wedding on the date you desire you may need to be flexible concerning the time of day that the ceremony takes place. You will have access to, and use of, the building for 4 hours.

**THE MARRIAGE LICENSE**

It is important for you to secure your marriage license from the County Clerk's office at least 72 hours prior to the wedding. Marriage licenses in Texas are valid for 30 days following their issuance. The marriage license should be given to the minister at the rehearsal or before the wedding ceremony.

For out-of-state residents, the marriage license must have been secured in Austin, Travis County, Texas.

## **MUSIC AT THE WEDDING**

Ultimately, your wedding is your wedding, and while we at UCC respect your right to have music, words, and other elements that reflect your tastes and sentiments – i.e., telling the story of your relationship and wanting to thank family and friends for their support – you must also realize that you are making a very particular choice in having your wedding at our church. By that we mean that you have chosen a traditional and overtly religious setting for your ceremony. Much more than being a beautiful place in which to get married, you are being married in a house of worship in a marriage ceremony that is a service of worship. We are committed to maintaining that character in every wedding performed at UCC. Whether the participants are members of UCC or not, every wedding performed here is a reflection of the character and beliefs of our congregation – our sanctuary is not merely a room for hire. While many secular popular songs are lovely and have both beautiful words and music, they are not recognized by either time or tradition as appropriate for worship. And that is our standard: if it is music that we would be able to offer in praise to God in our regular Sunday worship services, then it is also appropriate for a wedding ceremony. If we would not offer it in worship, then we would not consider it appropriate for weddings. The focus of each song should be on God or how God affects your relationship with one another or it should be recognized as a classical piece that was written and played in churches for many years. While we understand that many songs may be commonly played at weddings these days – at other churches or otherwise – many simply do not fit our understanding of sacred music. If it is your desire to honor special family members or friends by having specific songs played that do not meet the criteria above, we would suggest that they be played at the reception. If you have questions about a particular song, please check with the wedding coordinator. The wedding coordinator is not responsible for operating tape decks.

If you are using an organist for your wedding ceremony, the organist at University Christian Church has first right of refusal.

First right of refusal means that you will need to contact our organist about playing for your wedding. If they are available to play for your ceremony you will then contract with them separately. If they are unavailable, you are free to obtain another organist. If the University Christian Church organist is available, but you want to use an outside organist, you will be required to pay a bench fee to the organist at University Christian Church, and your other organist will need to contact the church organist to set up a practice time on the church pipe organ.

To contact the organist of University Christian Church, Patrick Scott, Call (512) 477-6104 (church), or email him at [pscott@ucc-austin.org](mailto:pscott@ucc-austin.org)

If you are using musicians other than an organist, please discuss this with the wedding coordinator.

## **BUILDING USE**

University Christian Church has a **no alcohol** and **no tobacco** on premises policy. Wedding party members caught on the premise with alcohol of any kind will be asked to leave and will not be permitted to participate in the wedding. If liquor bottles are discovered, in areas where wedding party members were dressing, after the wedding, there will be an additional charge billed to the bride and groom.



You may use flower petals scattered down the aisle in preparation for the entrance of the bride.

If you want your guests to "shower" you as you leave the church, we ask that you have them toss birdseed instead of rice or confetti. Since rice is harmful to birds, the birds and we will thank you. Confetti or rice may not be placed for distribution in the sanctuary or Narthex and may not be unattended. Birdseed, rose petals, or bubbles must be distributed and used outside of the church.

## **PHOTOGRAPHY**

Your wedding photographs will be long-lasting reminders of a precious and treasured moment in your lives. Our sanctuary is a perfect setting to make the most beautiful photographs of your sacred marriage commitment. To honor the sacred nature of your ceremony, we ask that no flash photography be taken during the wedding ceremony. The last flash should be the bride and her escort walking down the aisle and the next appropriate flash would be the kiss. Flash photography may be taken during all pre-ceremony and post ceremony pictures. At no time during the ceremony is the photographer/videographer allowed to stand on the chancel area or come between the bridal party and the wedding guests. This is a holy event and you do not want your photographer/videographer to distract guests during your ceremony.



## **DRESSING ROOMS**

The bride and her attendants will utilize Jewett Library for dressing and final preparations before the ceremony. The groom and his attendants will be making their final preparations in the Nordan Lounge. It is your responsibility to arrange for the care of any items belonging to the wedding party before, during, and after the wedding, and for the removal of those items immediately following the wedding service. University Christian Church is not responsible for your personal belongings before, during or after the wedding ceremony.

## **FLOWERS AND DECORATIONS**

The sanctuary of University Christian Church (Disciples of Christ) is our sacred space where we meet each week for worship and communion. To maintain the beauty and integrity of the sanctuary, the following must be observed: (EFFECTIVE JULY 1, 2008)

- **NO** decorations of any type are to be placed on the communion table. This includes candles, floral arrangements, unity candle stands, unity sand articles, coins, lassos, or other decorations.
- Furniture in the chancel and in the Narthex may not be removed. Table decorations may be used in the Narthex.
- The use of nails, glue, tape, pins, tacks or any other process that causes damage is prohibited.
- Only mechanical, spring-loaded candles may be used in candelabras. If you cannot locate mechanical candles, please contact the UCC wedding coordinator for assistance. If you are renting the church's candelabras, mechanical candles will be provided. Regardless of what the packing information says, dripless candles drip and are not allowed.
- Candles placed in the sanctuary windows or used in the Narthex must be in enclosed holders that will contain wax drippings.
- If a unity candle is used, a protective, flame retardant surface must be provided under the candle to prevent wax dripping on the carpet.
- All decorations (flowers, candles, pew bows, etc.) must be removed within one hour after the wedding. If all decorations are not removed, there will be an additional fee. NOTE: *One large floral arrangement may be left at the church to be used during the Sunday worship service. Please notify the wedding coordinator if you plan to leave an arrangement.*
- Decorations may not be placed on the center aisle floor. This includes, but is not limited to, vases with floating candles, vases containing flowers or other items that might cause someone to trip and fall or get knocked over and saturate the carpet. Aisle runners that are securely pinned and rose petals are acceptable. *Please advise your florist of these guidelines when you are planning your wedding décor. The florist must call the wedding coordinator a week before the wedding date to schedule a time to deliver and set up decorations.*

## RENTED ARTICLES AND OTHER PROPERTY

University Christian Church has no space for storing items that you may have rented for your wedding. We ask that you remove your rented and decorative items within 1 hour after the ceremony so that we may restore the sanctuary. Any rented articles not belonging to the church must be removed or an additional fee will be charged for removal.

University Christian Church is not responsible for the loss or theft of borrowed or rented articles, or of any other property of the wedding party, the guests or servants or agents of the wedding party.



## REHEARSAL

The wedding rehearsal usually takes place the day before the wedding. The minister will conduct the rehearsal and assist you in the details and choreography of the ceremony. Due to the fact that there may be more than one rehearsal scheduled per evening, the time allotted for a rehearsal is one hour, and it is extremely important that your wedding party arrive **on time**. Your rehearsal **will be held** to the scheduled one-hour time.

Guest ministers are required to attend the rehearsal. If this is not possible due to unforeseen circumstances, please give the wedding coordinator advance notification.



## **FEE INFORMATION**

A detailed description of the fee schedule has been included in this brochure on page 12. After your reservation fee has been recorded, you will receive a confirmation of the date and a balance due statement. We ask that you remit the balance due total no later than 30 days prior to your wedding date, made payable to University Christian Church.

**Ceremony cancellations:** If the church is notified at least 30 days prior to the wedding date, you will be refunded all fees paid to date, excluding the reservation fee. If the church is notified less than 30 days before the ceremony you will be refunded 80% of any fees paid to date, excluding the reservation fee.

## **PARKING**

It is **important to consider parking** for your guests. Our church is completely surrounded by the University of Texas, and parking spaces can be very difficult to find depending upon University of Texas events that might be taking place. Difficulties with parking are the greatest when a football game takes place in the stadium. If your wedding is scheduled during the fall semester, please consider the UT football schedule. Unfortunately University Christian Church does not own its own parking lot/garage.

The Central Parking System's lot directly across University Avenue from University Christian Church is available for wedding parking by *separate arrangement* with the Central Parking Company.

**The cost for parking is not included in any of the church wedding fees.** You may call Central Parking at 474-1530 for information about reserving the lot. If you choose not to reserve the lot for your guests, individuals who park in this lot will need to pay for parking spaces. There is no guarantee that there will be spaces.

We have a form for reserving the lot that you will need to send to Central Parking. Church members getting married also need to send this form. On the form, they should indicate that they are members. If they want to hire an attendant or if they will have a volunteer attendant they should say so on the form.

## **THE CHURCH MINISTERS AND STAFF**

We encourage you to call or e-mail our staff with any question(s) you have concerning your wedding. *All questions are valid!*

Our wedding coordinator is **Sallie Herring**. Her phone number is **(512) 255-6240**. She will be able to answer specific questions about building use.

For questions about scheduling or other concerns, please call the **church office, (512) 477-6104**. Office hours are 9:30 a.m. until 5:30 p.m., Monday through Friday. Our e-mail address is: [admin@ucc-austin.org](mailto:admin@ucc-austin.org).





*University Christian  
Church  
Non-Member Wedding Fees*

To confirm the date for your wedding, submit a Wedding Request Form accompanied by the non-refundable reservation fee of \$100 to our church office. We ask that all fees be paid in full at least 30 days prior to your wedding.

**WEDDING IN SANCTUARY**

❖ Reservation fee (Non-refundable)	\$100
❖ Sanctuary Wedding (Seats 325) (Includes Minister, Wedding Coordinator, and Custodian) (Deduct \$50 for guest minister)	\$1200
❖ Candelabras (include candles)	\$35
❖ Unity Candle Stand (no candles)	\$30
❖ Tabletop Unity Candle Stand(no candles)	\$20

**WEDDING IN CHAPEL**

❖ Reservation Fee (Non-refundable)	\$100
❖ Chapel Wedding (seats 35-40) (Includes Minister, Wedding Coordinator, and Custodian) (Deduct \$50 for guest minister)	\$500
❖ Candelabras (include candles)	\$35
❖ Unity Candle Stand (no candles)	\$30

**OTHER**

❖ Article Removal Fee	\$25
❖ Building Use Violation Fee	\$250

DESCRIPTION OF FEES

**Reservation Fee:** This is a non-refundable fee that reserves your wedding on the church calendar. It is subtracted from the total balance due.

**Sanctuary/Chapel:** This fee covers the operating expenses for utilities, professional cleaning of carpets and upholstery, other maintenance and operating costs. You will have use of the building for 4 hours.

**Ministers** The ministerial professional fee compensates the minister for pre-wedding consultation, conducting the rehearsal, officiating the ceremony, and filing the license.

**Wedding Coordinator:** Our Wedding Director is Coordinator-in-Charge, for all weddings held in the church. Some of what the Wedding Director does is, assists in the use of the church facilities for the rehearsal and the wedding and works with the florist regarding the delivery and placement of flowers, candelabras, etc. The Director assists with the processional and recessional of the bridal party. He/She oversees any movement of chancel furniture, candelabra, piano or other instruments and works under the direction of the Minister who officiates the wedding. The Director will respond to unforeseen needs and details to facilitate the most successful experience for your wedding.

**Custodian:** The custodian prepares the Sanctuary/Chapel and reception area of the church before the ceremony, and cleans and reorganizes the Sanctuary/Chapel after the wedding.

**Article Removal Fee:** This is a fee charged after the service if all articles pertaining to your wedding are not removed within one hour of your ceremony.

**Building Use Violation Fee: (Preventable)** This is a fee charged after the wedding if building use codes are not followed.

**Fee Payment:** All fees must be paid to University Christian Church 30 days prior to the wedding date.

