

Setting the Date:

Call the church office to request a date; the church office will get approval and confirm that the minister, musician, and AV technician are available to proceed.

General Policies:

All services held in our church must be officiated by the pastors appointed to serve our congregation unless a guest pastor has been approved by our pastors.

Church furniture and furnishings may be moved only by church personnel. No alcohol, weapons, or fireworks are permitted on the McAllen First UMC Campus. Smoking is not allowed in any building. Anything not covered in this policy should be discussed with and must be approved by the service coordinator. We are sorry, but we cannot provide childcare during funerals.

Services are to be scheduled for Tuesday, Thursday, or Sunday to take place at 1:00 or 3:00 p.m.

Sound & Technical Services:

Because our church has a sophisticated sound system, we ask you to make contact with our sound technician early in the planning process to discuss any special requests (music, slide shows, etc). Only our technician is allowed in the sound booth at any given time. No outside A/V equipment may be connected to the FUMC system.

Music Policy:

If you choose organ or piano for the service, we will need to contact our musicians and accompanists to determine availability. Any special requests will need to be approved by musicians prior to service. Music played from CD's or online platforms are not permitted if the service is streamed online because of copyright restrictions.

Flowers & Decorations:

Will be accepted on the day of the service. The *florist* will need to call ahead to coordinate with the church office before the delivery.

Fees:

- Audio/visual: \$100 (includes sound coordination of service and livestream on YouTube)
- Minister/ Lay Minister: \$150
- Church vocalist: \$50
- Church organist/pianist: \$50
- Bulletins: \$100 (50-125; \$150 125-200)
- Slide show: \$100 (additional \$50 to scan up to 30 pictures) *Slide shows are limited to 50 pictures.

*** Contact Church Office for COVID-19 protocols.