



WEDDING POLICY

**211 North Main Street
Greenwood, SC 29646**

Adopted: June 21, 2006

Changes Adopted: August 19, 2007

Additional Changes Adopted: January 17, 2011

Additional Changes Adopted: November 13, 2013

Main Street United Methodist Church (MSUMC) is delighted that you have chosen to have your wedding solemnized in this house of worship. Your wedding should be one of the most meaningful occasions in your life. Although it will have its social aspects, you will want to remember that a wedding ceremony is first of all a service of worship where vows are taken, prayers offered, and the blessing of God invoked. It is therefore, a matter of concern to the church that your plans for your wedding fulfill the religious, personal, and social ideals of such a moment.

So that your wedding may be carried out in the spirit of worship and with the order expected of a sacred ceremony, the following guidelines have been adopted:

1. Wedding Guild

The Wedding Guild is a committee of the church composed of interested members of the congregation who have a good working knowledge of this Wedding Policy. One of the members will be present for all wedding functions to serve as a reference source should questions arise about building use and the ceremony itself. The Wedding Guild member shall have the authority to overrule should any part of the ceremony or building use go counter to the spirit of this Wedding Policy. Good communication between the wedding planner and the guild member is therefore important.

2. Selecting the Wedding Date

- a) Couples interested in having their wedding performed at MSUMC should first obtain a copy of the Wedding Policy from the church office by calling 864-229-7551.
- b) Submit the Wedding Information Sheet and Acknowledgment page with required signatures information.
- c) For the purpose of this wedding policy, MSUMC members are those **who have been listed on the membership role for at least one year, or at the pastor's discretion.** Member status is also extended to the children or stepchildren of MSUMC members regardless of the child's church affiliation.
- d) Wedding dates will be scheduled based on availability of the church. Wedding dates for non-members cannot be scheduled more than twelve months in advance.
- e) Wedding date will be secured after the bride and groom have met with the pastor, discussed the policy with a Wedding Guild representative, and paid a \$500 security deposit.

3. PASTOR

The pastor of MSUMC considers it a privilege to officiate at church weddings. If another minister is to officiate the wedding, this can be arranged by invitation from

the pastor of MSUMC.

4. **DECORATIONS**

Decorations should not dominate the environment of worship. Large quantities are not needed. As a general rule, simplicity is always the best design. Floral arrangements and candelabra shall be placed in such a manner that they will not crowd the chancel area. Since the church wedding is a Christian ceremony, the symbols of the church must remain in place. Below are some specific details concerning the planning of the decorations for the wedding.

- a) **All** appointments of the chancel area (Bible, chairs, cross, candlesticks, altar, and baptismal font) shall be left in place as they are a permanent part of the décor of the sanctuary. The white or seasonal parament is to be used on the altar.
- b) The florist is asked to protect the carpet and furnishings of the church when using candles and floral arrangements. Flowers or greenery are not to be placed near any candles. Balloons are not to be used. Symbols or ribbons are not to be used in floral arrangements in the chancel area. No decorations are to be used on the organ console, pulpit, altar, baptismal font, or altar rail. Flowers must be placed on the existing flower stands where they are located in the altar area. Proper containers must be used. Care must be taken to assure that the arrangements are not top-heavy, no parts extend onto the altar, and they not interfere with the entrance and exit of the minister. The florist must clean up after decorating, since the custodian does not clean up between rehearsal and wedding. No silk flower petals can be tossed on the carpet.
- c) Only dripless candles are to be used. The church furnishes these candles at a cost of \$20.00 per large candelabra and \$10 per small candelabra. The church owns two large and two small candelabra. The church has available candlelighters with attached extinguishers. Altar candles are the first candles to be lighted for the wedding service. No polish is to be used on the brass appointments.
- d) Please do not use tacks, nails, or tape for hanging or arranging decorations.
- e) Wedding attendants are normally positioned at floor level in front of the Chancel. Wedding attendants are not to be placed on the pulpit platform or in the immediate area near the altar. When the number of attendants makes it necessary, some of the attendants could be placed on the steps at the ends of the altar rail. No portable platform of any type is to be used.
- f) In the selection of the wedding party attire, it is respectfully asked that the special dignity and decorum expected of a church worship service be maintained.
- g) If the flags of the church are removed for the wedding, please be sure that they are returned to the stands at the sides of the chancel.
- h) All decorations shall be removed from the sanctuary immediately following the service.
- i) Parties using the facilities are responsible for any damage during their use.

5. MUSIC

- a) Our church organist and director of music are professionals. We recommend that you consider using their services. Fees for these professional services are to be agreed upon between the musicians and the bride. All music for the wedding service shall be discussed with the church organist or director of music. If musicians other than the church staff are used, those persons must contact the director of music in advance to discuss the needs of the wedding service.
- b) Great care must be taken in the choice of music for the wedding. All parties should remember that a wedding ceremony is a worship service. Secular music is inappropriate for worship services and will not be approved for use within the wedding ceremony.
- c) All music presented as a part of any worship service should be of the highest quality possible given the resources available. Music must be genuine and authentic and should always be "live." **Therefore, no pre-recorded music ("tracks," recorded accompaniment, etc) are allowed.**
- d) Soloists or those singing for the wedding should stand within the choir enclosure. Never should they stand at the pulpit or on the pulpit platform. Exception: Soloist may stand on floor level near piano when being accompanied.
- e) Organist
 - When the choice is made to have the wedding in a church, it is understood that the wedding is to be a worship service. The church organist will look forward to meeting with the bride and helping her select appropriate music. The organist knows the instrument best and is familiar with the order and procedures of the church. If another organist is to be used, permission must be given by the church organist.
- f) Director of Music

The Director of Music will coordinate and approve the wedding music and assist the guest musician(s) should the MSUMC organist not be used.
- g) Under most circumstances, amplification from the sound system will be necessary for the minister and musicians. Should you feel that your wedding might be an exception, please contact the Director of Music to discuss your situation.

6. WEDDING DIRECTOR

The Church does not provide a wedding director. The director selected by you will be expected to understand and comply with this Wedding Policy. A member of the Wedding Guild will be on hand at your wedding functions to serve as a resource to you and the director and also to make sure the wedding policy is followed.

7. REHEARSAL

A Rehearsal will be necessary for most wedding ceremonies. The rehearsal should begin promptly as scheduled and will usually require not more than an hour if planned properly. The wedding director should plan in advance so that your rehearsal will move smoothly and without delay.

8. PHOTOGRAPHY

- a. Prior to the service, the photographer should make arrangements with the families for certain pictures to be made, taking care not to interfere with last minute preparations immediately before the service.
- b. Pictures prior to the wedding service may begin no sooner than 3 hours before the service. All pictures taken in the sanctuary shall end 45 minutes before the service and should extend no more than 30 minutes after the service.
- c. Absolutely no flash pictures are allowed in the sanctuary during the service. Non-flash pictures may be taken from the balconies or narthex during the service provided the camera noise is not loud enough to be distracting.
- d. After the recessional, weather permitting, the wedding party will exit through the narthex, walk around the outside and enter the sanctuary through the parlor. The minister will join the wedding party and the photographers in the chancel area. Various aspects of the service can be restaged as the family and photographers desire.
- e. A video camera may be set up in the balconies and attended if needed.
- f. No cameras may be used in the sanctuary during the wedding service by family or friends.
- g. Main Street United Methodist Church will display a sign on the registry desk in the narthex advising:
 1. PLEASE TURN OFF CELL PHONES
 2. NO PICTURES UNTIL AFTER THE SERVICE

9. RECEPTIONS AND/OR REHEARSAL DINNERS

The Church Fellowship Hall and kitchen are available for your use. Please see fee schedule.

10. CATERING

- a. The caterer will have access to the kitchen facilities, including limited refrigerator space. He or she shall contact the Building Superintendent at least one week prior to the event to discuss the arrangements for the Fellowship Hall (number and arrangement of tables and chairs). The caterer will replace any missing or broken items.
- b. The caterer is asked to clear the Fellowship Hall as soon as possible after the reception or rehearsal dinner so that the staff can reset the hall for the next function. The custodial service fee does not include any clean-up of the kitchen. The caterer is asked to leave the kitchen and the equipment clean and in place.
- c. **Alcoholic beverages are not to be served or consumed on the premises of Main Street United Methodist Church. It is the responsibility of the bride and groom to advise the wedding party of this policy.**
- d. ***THE CATERER IS RESPONSIBLE FOR THE REMOVAL OF ALL TRASH.**
- e. ***THE CATERER MUST PROVIDE CERTIFICATE OF INSURANCE OR SIGNED LETTER OF RESPONSIBILITY.**

11. **BUILDING SUPERINTENDENT/CARETAKER**

It will be necessary for someone from the custodial staff to be present during the time of the rehearsal as well as the wedding and reception. These responsibilities are beyond the regular duties of the church staff. A reasonable fee has been set to cover these extra services. This fee will assure that the building is open and comfortable and that any necessary moving or arranging of equipment is accomplished. The custodian is responsible only for the clean-up of the sanctuary and floor of the Fellowship Hall. Clean-up of the kitchen is the caterer's responsibility. The building superintendent will open the church 3 hours prior to the wedding and keep it open until one hour after the wedding. Should the wedding party need access to the building for more than 3 hours in advance, an hourly rate will be charged for the custodian.

**Please remember for safety's sake that birdseed should be used in place of rice, and only used outside.*

***There is to be NO SMOKING inside the church buildings. It is the responsibility of the bride and groom to advise the wedding party of this policy.**

12. **SEATING CAPACITY OF SANCTUARY:**

Total of 482 in the nave and transepts

Balcony seats: 82

Grand Total: 564

**POLICY REGARDING USE OF CANDELABRA, PEW-END CANDLE HOLDERS, AND
SEASONAL DECORATIONS**

1. Candles for the candelabra are specially ordered. The cost is \$20.00/ large candelabra and \$10.00/small candelabra (2 of each are available).
2. Church-owned pew-end candleholders cannot be used except during Advent and Christmas when they are already in place. Commercially available candleholders may be used at any other time.
3. If the florist is going to use bows and/or greenery on the candelabra, they shall be attached only with chenille stems. Under no circumstances is bare wire to be used. Florists may see the candelabra by appointment with the building superintendent or the church secretary for a time to be set up during church office hours.

***Responsibility for lighting and extinguishing the candles is that of the wedding party.
CANDLES ARE NOT TO BE LEFT BURNING!
CANDLES ARE TO BE EXTINGUISHED WITH THE EXTINGUISHER ATTACHED
TO THE CANDLELIGHTER.
DO NOT BLOW OUT THE CANDLES!**

4. Policy regarding the removal of pew-end candleholders for photographs (Advent/Christmas only):
 - a. Appoint a responsible person to remove pew-end candleholders (perhaps an usher or groomsman).
 - b. Before the wedding the appointed person shall receive instructions from the Building Superintendent for removing these candleholders.
 - c. Cost of replacing or repairing any of these items damaged before, during, or after will be deducted from the security deposit.
5. Policy regarding Christmas Decorations
During Advent/Christmas all church decorations placed in the Sanctuary, foyers, chapel, family parlor, hallways, Fellowship Hall, outside doors, and courtyard are not to be removed.

WEDDING FEES

Main Street United Methodist Church makes no charge to its members for the use of facilities for weddings. However, to compensate the staff for extra duties involved in a wedding, the following schedule of fees has been set. Persons who wish to use the church facilities and are not members of the congregation are asked to pay additional fees for usage. **In order to secure the date, the bride and groom must do the following:**

- 1. Schedule a meeting with the pastor within 3 weeks**
- 2. Schedule a meeting with a Wedding Guild representative to go over the policy**
- 3. Pay a security deposit of \$500**

The remainder of the fees are payable in full three weeks in advance to the church office.

<u>Sound System Operator</u> (Includes rehearsal and wedding)	<u>Members/Non-Members</u> \$150.00
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Wedding Guild Consultant – Honorarium: \$150.00 – (To be allocated from church funds)

<u>Building Superintendent/Caretaker:</u>	<u>Members/Non-Members</u>
Wedding (incl. rehearsal)	\$250.00
Wedding (Chapel)	\$125.00
Reception (additional)	\$150.00
Rehearsal Dinner (additional)	\$150.00

<u>Facilities*:</u>	<u>Members</u>	<u>Non-Members</u>
Chapel Wedding	N/A	\$300.00
Sanctuary Wedding	N/A	\$800.00
Reception in Fellowship Hall	N/A	\$400.00
Rehearsal Dinner in Fellowship Hall	N/A	\$450.00

Candelabra: \$20.00 per large Candelabra; \$10.00 per small Candelabra

Nursery: Regular hourly rate of attendant(s).

Minister - Minister's honorarium is not included in these fees.

****Members and Non-Members are required to pay an additional \$500.00 security deposit, refundable if ALL policies and procedures are followed and property is left in good condition. Please make checks payable to: MAIN STREET UNITED METHODIST CHURCH***

THE BRIDE'S CHECKLIST

- _____ Date confirmed and approved with church office and pastor.
- _____ Are the flowers for your wedding to be used the following Sunday in the Sanctuary?
- _____ Has your caterer contacted the church and made an appointment with the Building Superintendent?
- _____ Has the music been submitted to the church Organist and/or Director of Music at least 3 weeks prior to the wedding date?
- _____ Have proper copies of the music to be used for the wedding been given to the organist and soloist?
- _____ Have all fees been paid to the church for sound system operator, custodian, and candles (if using candelabra), rental fees, and security deposit at least 3 weeks prior to the wedding date?
- _____ Is the wedding to be video taped? If so, please inform the pastor at least one week before the wedding.

Your wedding, whatever its size or complexity, should be entered into with sincerity and mutual affection, which are absolute necessities for a successful marriage. While the wedding ceremony may be as beautiful and well-executed as humanly possibly, remember that only with God's help can the marriage which follows become that joy and blessing which is surely the hope of every bride and groom. Your wedding is that moment when "two become one" in legal fact and spiritual actuality. Plan well, and with God's help, your wedding will be a time of joy and an experience whose meaning grows with the years you two share.

WEDDING MUSIC

Wedding Party Name _____

Wedding Date _____

Musical Instruments to be used _____

Number of mics/type of mics needed _____ Mic stands needed _____

Music Selections - Prelude

Title	Composer
_____	_____
_____	_____
_____	_____

Processional _____

Recessional _____

Vocal Selections

Title	Composer
_____	_____
_____	_____
_____	_____

I have read and understand the policy regarding music for weddings at Main Street United Methodist Church. **I understand that secular or pre-recorded music is not allowed within the wedding ceremony.**

Wedding party _____

Director of Music _____

Floral Standards

Decorations should not dominate the environment of worship. Large quantities are not needed. As a general rule, simplicity is always the best design. Floral arrangements and candelabra shall be placed in such a manner that they will not crowd the chancel area. Since the church wedding is a Christian ceremony, the symbols of the church must remain in place. Below are some specific details concerning the planning of the decorations for the wedding.

- ✓ **All** appointments of the chancel area (Bible, chairs, cross, candlesticks, altar, and baptismal font) shall be left in place as they are a permanent part of the décor of the sanctuary. The white or seasonal parament is to be used on the altar.
- ✓ The florist is asked to protect the carpet and furnishings of the church when using candles and floral arrangements. Flowers or greenery are not to be placed near any candles. Balloons are not to be used. Symbols or ribbons are not to be used in floral arrangements in the chancel area. No decorations are to be used on the organ console, pulpit, altar, baptismal font, or altar rail. Flowers must be placed on the existing flower stands where they are located in the altar area. Proper containers must be used. Care must be taken to assure that the arrangements are not top-heavy, no parts extend onto the altar, and they not interfere with the entrance and exit of the minister. The florist must clean up after decorating, since the custodian does not clean up between rehearsal and wedding. No silk flower petals can be tossed on the carpet.
- ✓ The use of tacks, nails or tape is not permitted for hanging or arranging decorations.
- ✓ The church will be open 3 hours prior to the ceremony. If the florist requires access to the interior of the church prior to that time, special arrangements will need to be made at least two weeks prior to the wedding. In conjunction with this access, an hourly rate may be charged for the custodian.
- ✓ All decorations should be removed from the sanctuary immediately following the service.

Florist signature _____

Date _____

Photography Standards

- ✓ The church will be open 3 hours prior to the ceremony. If the photographer requires access to the interior of the church prior to that time, special arrangements will need to be made at least two weeks prior to the wedding. In conjunction with this access, an hourly rate will be charged for the custodian.

- ✓ Pictures taken in the sanctuary shall end 45 minutes before the service and should extend no more than 30 minutes after the service.

- ✓ All photos and videos taken during the service must be taken from the balconies or narthex.

- ✓ Absolutely no flash photography is permitted in the sanctuary during the service. Non-flash pictures may be taken from the balconies or narthex during the service provided the camera noise is not loud enough to be distracting.

- ✓ Since the church wedding is a Christian ceremony, the symbols of the church must remain in place. **All** appointments of the chancel area (Bible, chairs, cross, candlesticks, altar, and baptismal font) shall be left in place as they are a permanent part of the décor of the sanctuary.

Photographer(s) signature _____

Date _____

WEDDING INFORMATION SHEET

General Information:

Bride: _____ Phone: (H) _____ (W) _____

Groom: _____ Phone: (H) _____ (W) _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Person Scheduling Wedding: _____ Phone: _____

Minister: _____ Musicians: _____

Wedding Director: _____ Phone: _____

Equipment Needed: Mics needed (specify type and amount): _____

Mic stands: _____ Candelabras: _____ Large _____ Small Candlelighters: _____

Dressing Rooms Needed: _____ ***Note:** Bride and bridesmaids may use the Family Parlor and Meeting Rooms #1 and #2. Groom and groomsmen may use Trinity Classroom or Fellowship Hall. Please do not place curling irons or hot rollers on furniture.

Nursery Needed: yes _____ no _____ If childcare is needed, please contact the Program Director of Main Street UMC at 229-7551, who will arrange for the church nursery staff to be available at their regular hourly rate.

Flowers:

Florist: _____ Phone: _____

Contact the Church Secretary if you wish to leave your flowers in the sanctuary for the following Sunday. The phone number is 229-7551

Reception: Please fill in the information below if the reception is to be in the Fellowship Hall.

Caterer: _____ Phone: _____

Equipment Available: 8' Tables, Chairs, Glass plates, & cups.

NOTE: The florist and the caterer need to check in one week in advance with the Building Superintendent if they need his help, and also concerning the time they need to be at the church.

FEES: Please refer to attached fee schedule

This information sheet should be turned in to the church office 3 weeks prior to the wedding.

Acknowledgment:

I have read ALL parts of the wedding policy for Main Street United Methodist Church and agree to abide by all rules and procedures.

Signature of Bride

Date

Signature of Groom

Date

Signature of Responsible Party

Date