

**TRINITY UNITED METHODIST CHURCH
WORSHIP MINISTRY TEAM**

Areas of Responsibility

WEDDINGS

**TRINITY UNITED METHODIST CHURCH
BLYTHEWOOD, SOUTH CAROLINA
803-786-1637**

Revised January 4, 2010

POLICY

Trinity United Methodist Church (TUMC) considers the wedding service as an eventful occasion in the lives of two people and of considerable importance to the church. Although it may have its social aspects, a wedding ceremony is primarily a service of worship when vows are taken, prayers offered, and the blessings of heaven invoked.

For this reason, TUMC invites and urges members and non-members to make use of the church for a wedding ceremony.

The Pastor and Business Administrator of TUMC are responsible for interpreting the policy of TUMC. Weddings performed at TUMC must adhere to the guidelines established by the pastor, Business Administrator, and the Worship Ministry Team. The wedding guidelines will be reviewed annually to address content or fee updates.

The Wedding Director of TUMC will work under the direction of the pastor will be a member of the Worship Ministry Team (WMT), and responsible for ensuring that all guidelines are followed by members of the wedding party.

GUIDELINES

In order that the wedding ceremony may be carried out in a spirit of worship and sacred order, the following general guidelines have been prepared, with separate Addendums for Members and Non-Members.

ARRANGEMENTS

1. As soon as the date of the ceremony has been established, the parties concerned, or the family of the bride should contact the pastor to discuss the date and premarital conversations.
 - a. If the service of the pastor is desired, he/she will be so informed, and the date confirmed.
 - b. If the service of another pastor is desired, the bride must inform the pastor of TUMC who will then issue the invitation to the desired pastor.
2. Reservations for the use of the sanctuary for the rehearsal and for the wedding should be made through the church office. Reservation for the use of the church facilities will be made on the basis of the priority of the request. Reservation forms (yellow form) are available through the church office. All wedding dates must be approved by the pastor and church staff.
3. All weddings performed at TUMC must be under the direction of a wedding director. A TUMC wedding director must be present to instruct the wedding party during the rehearsal **and** during the wedding. However, the responsible party may choose another person to assist the TUMC director. The TUMC director will be available by appointment to help with plans and to answer any questions.

WEDDING DIRECTORS: The Wedding Directors will be contacted by the church staff. The Wedding Directors Team Leader will make the initial contact with the bride and assign a Director and an Assistant Director.

4. Wedding Reception: If the fellowship hall or CLC is desired for the wedding reception, arrangements and reservations for its use should be made through the church office. A church member must be present during the reception, and is responsible for ensuring the property is secure after the reception ends. If assistance is needed, contact the Trustees. **See Addendum for Fee Schedule.**
5. The contracting party assumes responsibility and agrees to reimburse the church for any damage done to the church's property.
6. The pastor of TUMC is responsible for interpreting the policy of the church for each ceremony.

7. The wedding ceremony is a special service and there may be church holidays whereby a wedding ceremony may not be scheduled.
8. **TIME LIMITS:**
 - a. The bridal party may have access to the church facilities 2 hours ahead of the service and 1 hour after the service ends. Additional time may be purchased with approval of the directors for \$25.00 per hour.
 - b. The wedding ceremony and reception, if the latter is held on church premises, must be concluded by 9:00 PM. Exceptions may be granted by request.

DECORATIONS – SANCTUARY

1. The pulpit, altar, communion table, Bible, cross and candles **MUST NOT BE MOVED OR OBSTRUCTED FROM VIEW BY DECORATIONS.** All elements and paraments on or surrounding the altar are symbols of the church's faith in the context of which the wedding takes place.
 - a. The color of the paraments will reflect the church season and may be changed to white for the service, if desired.
 - b. The Altar Guild will assure that the altar elements and paraments are in order for the wedding.
2. All decorations for weddings, whether in the sanctuary or in other locations within the church building, must be done under the approval of the TUMC Wedding Director and/or the pastor.
 - a. Consideration should be taken to ensure that, in all church decorations, everything should be arranged to focus attention on the altar.
 - b. Simplicity in decorations is encouraged. A lovely wedding is not the result of an overly decorated church.
 - c. Decorations that conflict with fire ordinances will not be permitted.
 - d. Candles must be used only in approved candelabra and must be securely set. Carpet should be protected by clear plastic under candelabra to prevent damage. No Drip candles are encouraged. Candelabra with No Drip candles are available for rental through the Wedding Director Team. The fee to rent the candelabra is \$35.00 for either the arch or traditional 7-candle pair **or** \$60.00 for the entire set.
 - e. No nails, tacks, wire, gummed or Scotch tape, thorny vines, or thorny evergreens may be placed in or on the walls, woodwork, chancel rail, furniture, or other items in the sanctuary. Masking tape may be used.
 - f. Aisle cloths may not be used.
3. It is the responsibility of the bridal party to provide a copy of these GUIDELINES to the professional decorator, or any other person who will decorate the church building. These GUIDELINES must be strictly followed.
 - a. To assure that the sanctuary is in order for the wedding, the decorator must schedule the time to prepare the church with the TUMC wedding director.

All flowers and decorations must be in place **TWO (2) HOURS BEFORE TIME OF SERVICE.**

- b. All decorations in the sanctuary must be removed by the decorator **WITHIN ONE (1) HOUR AFTER THE CEREMONY.**

DECORATIONS – FELLOWSHIP HALL AND CLC

1. All decorations, whether in the Fellowship Hall or the CLC, must be done under the approval of the TUMC Wedding Director and/or the pastor.
2. Decorations that conflict with fire ordinances will not be permitted.
3. Use of candles
 - a. No open flames will be allowed.
 - b. Protected tabletop candles (i.e., hurricane lamps or floating votives) will be allowed at the discretion of the TUMC Wedding Director.
4. No artificial flooring or floor covering will be allowed, including dance floors.
5. The CLC will **not** be available on Fridays for decorating.
6. The fee for the CLC includes the entire wedding day; however, additional time outside of the established two hours prior to and one hour following the wedding must be purchased with approval of the directors for \$25.00 per hour.

REHEARSAL

1. The rehearsal must begin at the appointed hour.
2. The bride should rehearse with the wedding party. The use of a stand-in bride is discouraged.
3. It is important for the bride and the director to have all rehearsal details agreed upon prior to the rehearsal:
 - a. Processional, recessional and any other special music
 - b. Where attendants enter and stand
 - c. Names of attendants
 - d. Names of immediate family to be seated in family pews (mothers, stepmothers, grandmothers, aunts, etc.)
 - e. Identify usher escort and seating location for immediate family (mothers, stepmothers, grandmothers, aunts, etc.)
 - f. Use of Unity candle and location

MUSIC & SOUND

1. Music for the ceremony, both vocal and instrumental, must be approved first by the TUMC pianist and/or organist. The church office staff can provide phone numbers for contact. **TAPED MUSIC IS NOT PERMISSABLE WITHOUT PRIOR APPROVAL.**
2. The bridal party may make arrangements to use the TUMC pianist and/or organist. Normal musician fees will apply. If an outside pianist or organist is desired, approval must be obtained from the TUMC pianist or organist.
3. Arrangements for music practice before the rehearsal must be made independently with the TUMC pianist and/or organist. Adjustments to the fee schedule may be made if additional rehearsal time is requested.
4. The bridal party may request that the soloist and the organist wear choir robes. The TUMC choir robes are available for this purpose.
5. The bridal party may make arrangements to use the TUMC sound technician for a set fee, which includes the rehearsal and wedding ceremony.

PHOTOGRAPHS

1. Wedding photographs are a treasured possession, and the pastor will gladly cooperate so that beautiful photographs may be made. However, the photography must not interfere with the worship experience of the congregation during the ceremony. **No flash photography is allowed during the ceremony.**
2. Pictures **MAY NOT** be taken by anyone **DURING** the ceremony. No one (including the photographer) will be allowed to walk around taking pictures during the ceremony.
3. Only the photographer will be allowed to take pictures of the bride as she prepares to enter the sanctuary. Additionally, only the photographer will be allowed to take pictures of the wedding party as they leave the sanctuary at the conclusion of the ceremony.
4. Movies or videos requiring special lighting are not acceptable. Movies or videos equipped with remote control and not requiring special lighting will be allowed in designated areas that have been pre-approved by the pastor and/or wedding director.
5. It is requested that pictures involving the pastor be taken first, and that the photographer excuse the pastor **BEFORE** proceeding to take additional pictures.

6. TIME LIMIT ON TAKING PICTURES IN THE SANCTUARY AFTER THE WEDDING IS 30 MINUTES.

MISCELLANEOUS CONCERNS

1. Smoking is not allowed on the campus or in the building.
2. All food and beverages must remain in the fellowship hall. If the CLC is used, refer to CLC guidelines. CLC guidelines must be obtained separately.
3. Alcoholic beverages **MAY NOT BE USED ON THE CHURCH PREMISES AT ANY TIME**, and anyone obviously under the influence of alcohol or drugs will not be allowed to take part in the rehearsal or wedding.
4. Only birdseed may be thrown OUTSIDE the building at the conclusion of the celebration.
5. TUMC will not be responsible for personal property left in the dressing rooms or other areas.

ADDENDUM - MEMBERS

1. No fees are charged to members for use of facilities.
2. Cleaning Service Fees are charged for all weddings and are based on the facilities desired.
 - a. Sanctuary only for the rehearsal and ceremony \$150.00
 - b. Sanctuary for rehearsal and ceremony, Fellowship Hall and Kitchen \$250.00
 - c. Christian Life Center for reception (in addition to fee above) \$350.00
3. The TUMC Wedding Director's fee will be \$150.00. This includes the following services:
 - a. Meeting with bride/family to review guidelines and tour facilities.
 - b. Directing rehearsal – 1 hour
 - c. Meeting with decorator and providing access to sanctuary for decorating on wedding day
 - d. Directing wedding
4. The pianist and/or organist shall be paid a fee, determined by the pianist and/or organist. The fee should be paid directly to the musician on or before the rehearsal. Contact information is available through the church office.
5. The pastor is not paid a set fee. However, it is a tradition to give the pastor an honorarium for sessions of pre-marital counseling, rehearsal, and the wedding ceremony. The specific amount is left to the discretion of the family and should be given to the pastor personally on, or before, the rehearsal.
6. The fees for the TUMC Wedding Director and the cleaning service must be paid two (2) weeks prior to the ceremony. Checks should be made payable as listed below and given to the church administrative assistant.
7. The following form should be included with the payments:

NAME OF WEDDING PARTY: _____

DATE OF WEDDING: _____

Wedding Director: _____ \$150.00_____

Cleaning Service: \$150.00 or \$250.00_____

Use of CHRISTIAN LIFE CENTER: \$350.00_____

Candelabra: \$35.00 or \$60.00 (set)_____

ADDENDUM – NON- MEMBERS

1. Facilities may be reserved FOUR (4) months prior to the wedding date, and reservation fee is due within two (2) weeks of booking.
 - a. Sanctuary only for the rehearsal and ceremony \$300.00
 - b. Sanctuary for rehearsal and ceremony, Fellowship Hall and Kitchen \$400.00
 - c. Christian Life Center for receptions. \$500.00

2. Cleaning Service Fees are charged for all weddings and are based on the facilities desired.
 - a. Sanctuary only for the rehearsal and ceremony \$150.00
 - b. Sanctuary for rehearsal and ceremony, Fellowship Hall and Kitchen \$250.00
 - c. Christian Life Center for receptions. \$350.00

3. The TUMC Wedding Director’s fee will be \$200.00. This includes the following services:
 - a. Meeting with bride/family to review guidelines and tour facilities.
 - b. Directing rehearsal – 1 hour
 - c. Meeting with decorator and providing access to sanctuary for decorating on wedding day
 - d. Directing wedding

4. The pianist and/or organist shall be paid a fee, determined by the pianist and/or organist. The fee should be paid directly to the musician on or before the rehearsal. Contact information is available through the church office.

5. The pastor is to be paid \$250.00. This includes sessions of pre-marital counseling, rehearsal, and the wedding ceremony. This fee is to be given to the pastor on or before the rehearsal.

6. All fees listed below must be paid **two weeks prior to the ceremony**. Checks should be made payable as listed below and given to the church administrative assistant.

7. The following form should be included with the payments:

NAME OF WEDDING PARTY: _____

DATE OF WEDDING: _____

Building Fee (Due within two weeks of booking):

Sanctuary only for the rehearsal and ceremony, or \$300.00 _____

Sanctuary for rehearsal and ceremony, Fellowship Hall
and Kitchen \$400.00 _____

Christian Life Center for receptions \$500.00 _____

Wedding Director: _____ \$200.00 _____

Cleaning Service: \$150.00 or \$250.00 _____

Cleaning Service for CHRISTIAN LIFE CENTER: \$350.00 _____

Candelabra: \$35.00 or \$60.00 (set) _____