

Wedding Booklet



WASHINGTON STREET

UNITED METHODIST CHURCH

1401 Washington Street
Columbia, South Carolina 29201
803-256-2417
<http://wsmethodist.org/connect/weddings/>

Revised: October 24, 2016

The information and guidelines stated in this booklet represent the traditions outlined by the United Methodist doctrine and have been reviewed and approved by the Wedding Directors,

Minister, and other appropriate church officials of Washington Street United Methodist Church.

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SCHEDULING THE WEDDING

1. As soon as a date has been selected for the wedding, these steps should be followed:
 - A copy of the online *Washington Street United Methodist Church (WSUMC) Wedding Booklet* should be reviewed.
 - If the bride and groom agree to abide by the guidelines and policies in the *Booklet*, the church office should be contacted (803-256-2417). The church administrative assistant will check the availability of the date and arrange an appointment with the minister.
 - A WSUMC wedding director should be contacted to discuss fees and answer any questions that the couple may have. The Board of Trustees of WSUMC requires that a church wedding director be present at all times during a rehearsal and wedding. A paid wedding planner may not assume directing responsibilities.
 - All fees are due at the time of reservation/application and should be made payable to WSUMC. In the event of a cancellation, a refund will be issued less a \$50.00 application processing fee.
2. No public announcement of the wedding date should be made until the above steps have occurred.
3. Either the sanctuary (which seats about 500) or Christ Chapel (which seats about 180) may be used for the wedding.
4. If use of a church facility for a reception or rehearsal dinner is desired (members only), reservations for this space must also be made at the time the church is reserved for the ceremony.
5. The member fee shall apply when the bride or groom or one of their parents is a member of WSUMC. For this purpose, a member is understood to be one who has been on the roll and an active participant and supporter of WSUMC for at least one year.
6. The basic fee includes the rehearsal and opening of the church two hours prior to the ceremony. The church will not be opened more than two hours before the ceremony. Photographs must be taken within this time frame.
7. Weddings are not scheduled during the month of December or around other major holidays (i.e., Easter, Thanksgiving, and church events).

CIVIL PREPARATIONS

1. A marriage license must be secured from the Probate Court in any county in South Carolina prior to the wedding.
2. No blood test is required, but couples may wish to consider a physical examination.
3. A 24-hour waiting period is required before a license can be secured. A wedding cannot be conducted without a valid license.
4. The wedding does not need to be held in the same county in which the license was obtained, but the license must be obtained in South Carolina.
5. The license must be left with the minister at least three days prior to the rehearsal.

THE MINISTER

1. The minister of WSUMC considers it a privilege to officiate at the marriage for church members and will officiate at weddings of non-members as well. In most cases, the minister of WSUMC should be asked to officiate. Another ordained or licensed minister may be invited to conduct the service. However, the couple should make this desire known to the WSUMC minister. In accordance with the traditions of the United Methodist Church, the minister will extend an invitation to a guest clergy person. This clergy person should be prepared to provide a copy of her/his ordination and a letter indicating that she/he is in good standing with her/his denomination. It is expected that persons married by guest clergy will be counseled by these clergy unless otherwise requested.
2. Before a reservation for a wedding is confirmed, a meeting in person with the WSUMC minister is required.
3. An appointment is required with the WSUMC minister for counseling and preparation for the wedding ceremony and marriage. Dates and times are best arranged directly with the minister. The number and length of the counseling sessions will be determined by the minister. The first appointment should occur at least eight weeks prior to the wedding.
4. The WSUMC minister is responsible for interpreting the policies of the church, conducting the rehearsal of the ceremony itself, and officiating at the wedding.

THE WEDDING PARTY

1. Experience has shown that the use of very young children (younger than five years old) in the bridal party is not always wise. The ability of very young flower girls and ring bearers to participate worshipfully in a Christian wedding service should be considered prior to inviting children to participate in the wedding. If young children participate in the wedding, consideration should be made for them to be seated with their parents after the processional.
2. If the total wedding party attendants (excluding the bride and groom, but including maid/matron of honor, best man, bridesmaids, junior bridesmaids, groomsmen, flower girl, ring bearer, etc.) exceed ten, a second WSUMC wedding director will be retained according to the fee schedule.
3. The bridesmaids, ushers, and all other members of the wedding party should be on time for the rehearsal. Generally, a rehearsal should take one hour or, for larger wedding parties, not more than one and one-quarter hours. All wedding party members should be reminded that the rehearsal is a time of careful planning for a worship experience.
4. For all weddings, all members of the wedding party (ushers, bridesmaids, bride and groom, etc.) should be at the church at least one hour before the time of the wedding.

MUSIC FOR THE WEDDING

1. The wedding director will notify the organist of all weddings as soon as they are officially scheduled and will also provide an information sheet with facts regarding the wedding. This director will make sure that the bride schedules her appointment with the organist.
2. The organist will help plan music appropriate for a Christian wedding. If utilizing soloists and/or instrumentalists is requested, the organist can make recommendations from a list of musicians. Music for a wedding should be similar in character to music in other services of worship. Secular and prerecorded music are not permitted.
3. All music chosen by the bride must be approved by the organist and be in the organist's hands six weeks prior to the wedding date in order to allow adequate preparation of the music. If necessary, the director of music may be consulted for approval of musical compositions that may be questionable.
4. WSUMC houses the Ralph R. Rozier Organ (a large, four-manual instrument of 63 ranks) and a Steinway baby grand piano in the sanctuary. A small 1959 Allen organ and an upright piano are available for use in Christ Chapel.
5. If the organist is unavailable to play the scheduled wedding, the organist will assist in locating and approving another organist or pianist. Any outside organists must have the approval of the WSUMC organist.

THE WEDDING CEREMONY

1. The minister conducting the ceremony is responsible for counseling with the couple, conducting the rehearsal for the ceremony itself, and, in most cases, officiating at the wedding.
2. Members are to use *The Methodist Order of Marriage* for weddings at WSUMC. Any deviation from that *Order* must have sound theological basis and be approved by the minister well in advance of the wedding date.
3. The Sacrament of the Lord's Supper is an act of corporate worship. If the Sacrament is desired at the wedding, everyone present should be given the opportunity to commune. No private communion will be served to the couple during the wedding ceremony. The bride and groom are responsible for the actual cost of communion supplies.
4. The minister will coordinate the order of the service with the bride and groom prior to their having programs printed. Wedding programs for this purpose are available from most church supply houses. The wedding director can also supply sample programs. The bride and groom are responsible for providing a program if desired.
5. The bride should expect to take the part of the bride at rehearsal. A stand-in is not needed. The purpose of the rehearsal is to REHEARSE, and that effort calls for all members of the wedding party to participate in the rehearsal.

FACILITY RULES

1. No rice, confetti, or sparklers may be used on the church premises. Birdseed may be used in the outdoor areas.
2. The WSUMC campus is a smoke-free and alcohol-free facility.
3. Rooms are available for dressing by members of the wedding party. The bride and groom should advise the wedding director of how many rooms will be needed. Rooms should be left as they were found. The church is not responsible for any personal property left at the church during or after the wedding.
4. Church facilities are not conducive to elaborate or extensive hair and make-up sessions. All preparations prior to the wedding, including hair and make-up, must be done within the two hour time frame that the church is opened.
5. The pulpit, altar table, vase stands, and chairs are historic and symbolic furnishings at WSUMC and may not be moved at any time. Hymnals may not be removed from the sanctuary or Christ Chapel.

DECORATING THE CHURCH FOR A WEDDING

1. The sanctuary and Christ Chapel are places of beauty. Elaborate decorations are not necessary and are, in fact, discouraged. No decorations should prevent free movement of the minister(s) and members of the wedding party.
2. The cross on the altar is the focal point, and decorations must not obscure or detract from it.
3. A single floral arrangement may be placed on the altar table, and/or two floral arrangements may be placed on the two flower stands. The candles that remain on the altar table will be lighted for the ceremony.
4. No nails, tacks, wires, pins, or tape of any kind may be used in the walls, woodwork, pews, chancel rails, furnishings, or any part of the building. Bows used to mark pews may be applied by first tying the ribbon around the top of the pew and then tucking the loops of the bow into the tied ribbon (or with heavy rubber bands).
5. It is the responsibility of the persons reserving the church to restore or repair any damage to the property and to pay for any damages incurred.
6. The following rules concern the use of candles:
 - No decorations which conflict with local fire ordinances may be used. Only altar candles and candelabra are allowed.
 - WSUMC has a pair of candelabra that may be placed on the floor out of the way of the minister(s) and members of the wedding party. If rented candelabra are brought in, dripless candles must be used and the carpet beneath the candelabra protected from melting wax by a plastic or paper covering.
 - Battery-operated candles may be used in the windows of the sanctuary. The window sills in Christ Chapel are narrow, and candles or other decorations may not be used on them.
 - The rental fee includes the optional use of brass pew candle holders (sanctuary only) and two brass candelabras.
7. Flowers may be placed in the brass church vases that remain in the sanctuary and Christ

Chapel at all times. Florists usually use removable containers/liners for these brass vases. They may also use their own vases.

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8. Potted plants and vases must be placed on waterproof paper. Hymn books may not be used as stands or for raising the height of any materials.
9. The wedding director will contact the florist/decorator to request a time for decorating. The church is closed and locked on Saturdays. It will be opened at the agreed upon hour by appointment only. If the appointment is not kept, the church will also be opened two hours before the time of the wedding. Limited space is available in the church's floral cooler.
10. Floral arrangements for a wedding on Saturday may be donated for use at WSUMC on Sunday morning with a note in the bulletin that the flowers are in honor of the marriage of the couple. Donated flowers will be used for worship in the sanctuary and chapel (if the church's flower calendar has an opening for that date) or in the narthex or hallway. The wedding director will coordinate donations with both the WSUMC altar guild coordinator and administrative assistant.
11. The bride is responsible for giving the florist a copy of this policy statement at least two weeks before the wedding. The florist may call the wedding director for any questions that may arise.

Bride

Location of Wedding: Washington Street United Methodist Church
Sanctuary / Christ Chapel

Date of Wedding

Time of Wedding

WEDDING PHOTOGRAPHS

1. Photographers must not interfere with the worship experience of the wedding party and the congregation during the ceremony.
2. Flash photographs may NOT be taken at any time during the ceremony.
3. A photograph may be taken of the bride in the narthex and as she enters the sanctuary/Christ Chapel aisle.
4. Photographs with any equipment may be made following the ceremony in the sanctuary or Christ Chapel. It is requested that any picture that includes the minister be taken first so that she/he may be excused before the remaining pictures are taken.
5. All photographs at WSUMC should be concluded within 45 minutes following the ceremony.
6. The photographer must have a copy of this policy statement at least one week before the wedding, and he/she should contact the wedding director BEFORE the day of the wedding to clear up any questions.
7. A photographer is not allowed to stand on the pews or to sit on the back of pews. The photographer should use a stepstool for poses requiring elevation.
8. Church facilities are available for bridal portraits prior to the date of the wedding. Appointments must be scheduled with the wedding director and should not exceed 1.5 hours.

Bride

Location of Wedding: Washington Street United Methodist Church
Sanctuary / Christ Chapel

Date of Wedding

Time of Wedding

VIDEO AND MOVIES

1. Video and movies may be made during the ceremony with available light only and with camera equipment that is quiet and does not interfere with the ceremony.
2. The video camera may be set up **ONLY** in the balcony of the sanctuary or **ONLY** behind the fifth row from the rear of Christ Chapel. Any other placement of a camera or videographer must be approved by the wedding director.
3. All equipment must be in place at least 45 minutes before the ceremony begins.
4. No tripods, drop cords, or other videographer's equipment may extend into any aisle or obstruct the guests' view.
5. The bride is responsible for giving the videographer/photographer a copy of this policy statement at least two weeks before the wedding.

Bride

Location of Wedding: Washington Street United Methodist Church
Sanctuary / Christ Chapel

Date of Wedding

Time of Wedding

RECEPTION AT THE CHURCH (Members Only)

1. Church facilities may be used for wedding receptions or rehearsal dinners. Reservations should be made for the use of the space at the time the wedding reservations are made.
2. The three areas available for receptions are the vestibule outside Christ Chapel (only for 50 guests or fewer), the Leavitt Choir Room (1901 Building), and Threatt Hall.
3. No nails, tacks, pins, wires, or tape of any kind may be used on walls, tables, or any church furnishings. Decorations must not be in conflict with fire ordinances.
4. The wedding party is responsible for securing caterers, and caterers must provide their own equipment and supplies. The caterer may use the church kitchen for setting up the refreshments. It is expected that the cooking preparations will be completed before the food is brought to the church.
5. Custodian fees for receptions include opening the kitchen and reception area for set-up two hours before the wedding or rehearsal. If additional time is required, the caterer is responsible for paying the custodian at a rate of \$25.00 an hour or a fraction of an hour for additional time the custodian is on premise.
6. The custodian will arrange four tables and 25 chairs (if required) for the basic fee. Any additional set up will require payment and will be negotiated with the wedding director.
7. The custodian will put the reception room back in order, mop the floor, and empty the waste cans. The caterer must leave the kitchen as it was found.

WEDDING FEES AT WSUMC

	Member ¹ (contact church office for fees)	Non-member	Office use
Facilities²			
Sanctuary	\$50.00	\$1,500.00	
Chapel	\$50.00	\$900.00	
Personnel			
Church Wedding Director (1) ³	\$300.00	\$300.00	
Church Wedding Director (2)	\$150.00	\$150.00	
Custodian – open building, set up, clean up	\$250.00	\$250.00	
Organist	\$400.00 including rehearsal (Practice sessions with soloists are extra.)	\$400.00 including rehearsal (Practice sessions with soloists are extra.)	
Minister	Honorarium at the member's discretion	\$300.00	
Sound System	\$75.00	\$75.00	
Communion supplies	To be determined	To be determined ⁴	

^a For this purpose, a **member** fee shall be applied when the bride or groom or one of his/her parents is a member of WSUMC and that member has been on the roll and an active participant and supporter of WSUMC for at least one year prior to the wedding.

^b In the event of a cancellation, a \$50 processing fee will be retained by the Church.

^c For weddings including fewer than 11 attendants, only one church wedding director is required. For weddings including 11 or more attendants, two church wedding directors are required due to the complexities involved.

^d If communion is planned for the ceremony, the cost of communion supplies, including juice and bread, will be determined based on the anticipated number of attendees and will be added to the fees.

Checks should be made payable to Washington Street UMC and remitted with a copy of this form to the following:

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- 1
 - 2
 - 3
 - 4

Washington Street UMC
c/o Robbie Douglas, Business Administrator
1401 Washington Street

Fees should not be submitted until the following have occurred: verifying availability of date, speaking with the minister, and speaking with a wedding director. (All fees must be verified by a wedding director.)