

Wedding Policies For St. Paul's Waccamaw United Methodist Church

To the Bride and Groom:

We are pleased that you have selected St. Paul's Waccamaw United Methodist Church for your wedding ceremony. A wedding is a joyous celebration.

Christian marriage is also a holy contract, a sacred covenant established by God. The wedding ceremony in the United Methodist Church is a service of Christian worship.

If either of you is a member of St. Paul's Waccamaw, we welcome your new family to our congregation. For non-members, we offer a cordial invitation to attend our church.

We want your wedding to be one of the happiest moments you will ever experience. To that purpose, we will offer our cooperation and assistance. The following policies are designed to support your plans while allowing other church programs to continue. These policies inform you of the facilities and services that are available and the conditions for their use.

You are responsible for insuring that the wedding party and guests, as well as others assisting or participating in the wedding service, understand and comply with these conditions.

Our fee schedule is included in this document.

Minister(s)

Our minister considers weddings to be a very special occasion in the life of the church. Your wedding is an act of Christian worship. A considerable amount of the minister's personal time will be devoted to premarital counseling, rehearsals, and the wedding. *The Book of Discipline* of the UMC requires a minister to counsel with people to be married. The minister reserves the right to decide the scope of the counseling and the number of sessions. These meetings include both parties. It is normal to have 2 sessions.

The bride/groom may use ministers from other churches. The following guidelines apply:

- Only ordained Christian ministers may officiate.
- The visiting minister must be approved and invited by St. Paul's Waccamaw Senior pastor.
- The senior pastor of St. Paul's Waccamaw will have final approval over all aspects of the wedding: church, music, rehearsal, ceremony, etc.
- All ceremonies from visiting clergy must be approved by the senior pastor.
- If Holy Communion is served the policy of the UMC is that all present are invited to participate. The elements are blessed only by an elder of the UMC.
- The ministers of St. Paul's Waccamaw will use the service and wedding vows provided by the UMC.

Wedding Coordinator

All weddings and rehearsals, performed at St. Paul’s Waccamaw UMC, will be directed by our wedding coordinator.

You must contact her as to her availability on the requested date.

She serves as a liaison between the wedding party and the church.

The wedding coordinator must be present whenever the church buildings are being used.

The wedding coordinator provides consultation prior to the wedding.

She requests certain fees and data sheets to be returned 30 days prior to the wedding.

Music Guidelines:

All music should be sacred and approved by the wedding coordinator in consultation with the senior minister. Live music is preferred.

Vocal solos are usually sung after the seating of the bride’s mother. Other music may be played or sung at an appropriate time within the ceremony.

You may provide your own musicians or request suggestions from our music staff. All musicians must be approved.

Our church organist may be able to play for your wedding upon request.

Fees vary for musicians.

Appropriate musical instruments other than the organ and piano may be used.

These instruments (harp, string quartets, trumpets, etc.) must be discussed and approved by the wedding coordinator.

Practice times must be arranged with the musicians and the wedding coordinators as needed.

Sound Technician

The sound equipment at St. Paul’s Waccamaw is operated by authorized, trained, church personnel. If your musicians require use of this equipment, please submit a request 30 days prior to the wedding. Fees vary depending on requirements.

You will be given a contact number upon request.

Custodial Services

Church facilities are to be left in good order. Our custodial staff cleans and secures the buildings before and after the services.

The Buildings Used for Weddings

The Sanctuary

The seating capacity of the sanctuary is 250 people.

Please notify the wedding coordinator of the approximate number of people you expect to attend.

The Bride's Room

The bride's room is on the left side of the Narthex in the Memorial Chapel. It has an adjacent restroom. A screen will partition it from the Narthex.

The Groom's Room

The groom's room is on the right side of the Narthex in the Praise Choir Room. It has an adjacent restroom. A screen will partition it from the Narthex.

Berly Hall

Berly Hall is in the Christian Life Center. It is available for receptions and has a capacity for 235 people. Tables and chairs are available upon request. Decorations must be discussed with the wedding coordinator.

The Kitchen

The kitchen is adjacent to Berly Hall. It is available for use by caterers for warming and serving only. No items in the kitchen may be used. The caterer must provide all items used for the reception and consult with the wedding coordinator 2 weeks prior to the wedding.

Buildings and Campus Regulations

- No tobacco may be used in any building.
- There may be no alcohol or illegal drug possession.
- No damaging, illegal, or dangerous behavior may be exhibited. St. Paul's is not responsible for injury sustained through negligent or irresponsible behavior.
- No profanity or unchristian behavior may be shown.
- St. Paul's Waccamaw will not accept responsibility for any items broken, lost, damaged, or stolen.
- All items must be removed from the bride's and groom's rooms immediately following the ceremony.
- The bride/groom is responsible for cost of any damages caused by event participants or guests during or in preparation for the scheduled event.
- No pets are allowed to be a part of the ceremony nor may they be in the sanctuary except to assist a person with special needs.
- No decorations or signs may be affixed to walls. Stand up displays may be used only.
- Do not remove or rearrange furniture, pictures, bulletin boards, altar ware, or banners.
- Food and drinks are not permitted in the sanctuary.
- Any person under the influence of alcohol or illegal drugs will not be allowed in the church buildings, including door entryways, dressing rooms, or rest rooms. They will be asked to leave the campus.
- As stated in the contract/reservation form, the bride and groom must see that all people who are involved in the wedding at St. Paul's Waccamaw UMC adhere to all policies and regulations as set forth by the church. Any violation can result in the cancellation of the rehearsal, wedding, or reception.

Florists/Decorator Guidelines

- The bride is responsible for letting the wedding coordinator know the time the florist will arrive on day of wedding and the amount of time it will take to decorate.
- The bride takes full responsibility for seeing that the florist adheres to these guidelines.
- All decorations are to be removed immediately following the ceremony with a staff person present.
- Someone should be appointed to take flowers to the reception, if applicable.
- Church vases may not be removed from sanctuary.
- Florists must use removable vase inserts for floral arrangements.
- No flowers or petals may be scattered on the carpet except silk petals.
- The release of birdseed, rice, confetti, butterflies or balloons are not permitted.
- No push pins, scotch tape, nails, staples or wire may be fastened to any part of the sanctuary furnishings or floors. Ribbons may be secured to the pews by means of special clips available from your florists.
- The only candles that may be used are oil candles provided by the church. They are used in the window sills, candelabras, altar candles, and the unity candle. (Certain fees apply for non-members).
- The 2 altar candles are always used as part of the worship service. No other decorations may be placed in front of the altar table area. The *Bible* will not be removed.
- Bows, balloons, signs, or any other markers designating directions to the church should be removed immediately following the ceremony.
- When the church is decorated for Christmas or Easter, decorations must not be altered or moved. Wedding decorations must be placed around existing decorations.
- Aisle runners are a safety hazard and are not allowed in the sanctuary. The choir chairs will be removed for the ceremony.
- Our pulpit is stationery and cannot be removed.

Photographer Guidelines:

- The bride takes full responsibility for seeing that the photographer adheres to these guidelines.
- Flash photography is not permitted during ceremony.
- A flash picture may be taken at end of the aisle near the narthex at the time of the processional and recessional.
- Wedding party altar pictures are to be taken after the ceremony.
- No persons other than the wedding party are allowed beyond the front pew.
- All non- flash photography cameras must be stationary at the back of the church.
- No one is permitted to stand up or change location to take pictures during the service.
- Only the wedding photographer is allowed to bring a camera into the sanctuary during the wedding service.
- The bride arranges the time with photographer/wedding coordinator to take pictures before the wedding.
- Wedding pictures are to be taken as soon as possible after the ceremony so that the custodian can reassemble the sanctuary for Sunday worship.

Videographer Guidelines:

- Wedding coordinator will show videographer his/her stations at the back of the sanctuary.
- Videos are permitted, but the use of video light is not permitted during the ceremony.
- The bride takes full responsibility for seeing that the videographer adheres to these guidelines.

PASTORAL REQUEST

Bride _____ Phone _____

Groom _____ Phone _____

Date of wedding _____ Time _____

Date of rehearsal _____ Time _____

Pastor(s) requested _____

Church _____

Address _____

Contact number _____

Approved _____

(signature of senior pastor)

Consult pastors for counseling sessions: (Date/Time)

*Please give copy of this form to wedding coordinator and pastor performing ceremony when making security deposit.

Wedding Fees for Members

Bride's name _____

Groom's name _____

Date of wedding _____

Final date all fees due: 30 days before the wedding.

	Amount Paid	Date
Security deposit (\$225)	_____	_____
Refund/deposit (office)	_____	_____
Custodian (\$150)	_____	_____
Sound (\$100 plus/minus)	_____	_____
St. Paul's Minister (\$350 if used)	_____	_____
Wedding Coordinator (\$350)	_____	_____
Wedding Cor./Berly Hall(\$100) (optional)	_____	_____
Church Organist (contact for fee)	_____	_____

*For members there is no fee for the following. Please check those items that apply:

- ___ Sanctuary
- ___ Berly Hall
- ___ Candelabra
- ___ Unity Candle
- ___ Window Candles

- Please write N/A where appropriate.

WHAT IS THE EXPECTED NUMBER OF GUESTS? _____

Wedding Fees/Non-Members

Bride's name _____

Groom's name _____

Date of wedding _____

Final date all fees due: 30 days before wedding

	Amount Paid	Date
Sanctuary (\$350)	_____	_____
Security deposit (\$225)	_____	_____
Refund/deposit (office)	_____	_____
Custodian (\$150)	_____	_____
Sound (\$100 plus/minus)	_____	_____
St. Paul's Minister (\$350 if used)	_____	_____
Wedding Coordinator (\$350)	_____	_____
Wedding Cor. /Berly Hall (\$100) (optional)	_____	_____
Church Organist (contact for fee)	_____	_____
Berly Hall (\$500) optional	_____	_____
Candelabra (\$50) optional	_____	_____
Unity Candle (\$25) optional	_____	_____
Window Candles (\$20) optional	_____	_____

- Please write N/A where appropriate.

WHAT IS THE EXPECTED NUMBER OF GUESTS? _____

WEDDING DATA SHEET
ST. PAUL'S WACCAMAW UNITED METHODIST CHURCH
180 St. Paul Place
Pawleys Island, South Carolina 29585
Telephone: (843) 237-2294

DATA SHEET MUST BE RETURNED ASAP

() MEMBER – DATE JOINED _____ TODAY'S DATE _____
() NON-MEMBER

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

Bride's Name _____ Groom's Name _____

Address _____ Address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

(H) Phone _____ (W) _____ (H)Phone _____ (W) _____

Home Church _____ Home Church _____

Parents _____ Parents _____

Address _____ Address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

(H) Phone _____ (W) _____ (H)Phone _____ (W) _____

Home Church _____ Home Church _____

Permanent Address After Wedding _____

Special Guests to be seated: (We begin seating on the second pew.)

Bride's Party (left side)

Groom's Party (right side)

Grandmother/Escort _____
 ____ Pew

Grandmother/Escort _____
 ____ Pew

Grandmother/Escort _____
 ____ Pew

Grandmother/Escort _____
 ____ Pew

Other/Escort _____
 ____ Pew

Other/Escort _____
 ____ Pew

Other/Escort _____
 ____ Pew

Other/Escort _____
 ____ Pew

Mother/Escort _____
 ____ Pew

Mother/Escort _____
 ____ Pew

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Maid of Honor _____

Best Man _____

Matron of Honor _____

Groomsman _____

Jr. Attendant _____

Jr. Groomsman _____

Flower Girl _____

Ring Barer _____

Please fill out and return ASAP.

Bride's checklist (give a copy to the wedding coordinator)

Greeters_____

Person taking flowers to reception_____

Guest book

Programs (who will bring them to the reception) _____

Bride's arrival time_____

Bridesmaids' arrival time_____

**Please have everyone at the rehearsal who will be participating in the wedding and notify wedding coordinator of anyone with special needs.*

Florist's name_____ arrival time_____

Phone _____ Cell _____

Photographer's name _____ arrival time_____

Phone _____ Cell _____

Videographer's name_____ arrival time _____

Phone _____ Cell _____

Place of reception _____ phone _____

Groom's Checklist (please give a copy to the wedding coordinator)

Rings

Groom's arrival time_____

Ushers' arrival time _____

Marriage License (bring to rehearsal)

Candle lighters _____

**Please have enough ushers and groomsmen to seat guests

IMPORTANT REMINDERS/ BRIDE & GROOM

THE WEDDING COORDINATOR MUST BE CONTACTED TO SCHEDULE THE DATE OF THE WEDDING AND CONSULTATION.

THE PASTORAL REQUEST SHEET SHOULD BE COMPLETED WHEN THE WEDDING IS SCHEDULED.

A CONTRACT/RESERVATION FORM MUST BE SIGNED WITH A \$225 SECURITY DEPOSIT IN ORDER TO PLACE THE DATE ON THE CALENDAR. A REFUND OF \$200 WILL BE MAILED WITHIN 14 DAYS AFTER THE WEDDING. \$25 WILL BE RETAINED AS AN ADMINISTRATION FEE.

A FEE SHEET SHOULD BE FILLED OUT. THE FEES FOR THE SANCTUARY (NON-MEMBERS), CUSTODIAN, AND ITEMS USED IN THE CEREMONY (NON-MEMBERS) SHOULD BE MADE PAYABLE TO ST. PAUL'S WACCAMAW UMC AND SUBMIT IT 30 DAYS PRIOR TO THE WEDDING.

THE FEES FOR THE ST. PAUL'S MINISTER, ORGANIST, SOUND TECNICIAN, AND WEDDING COORDINATOR SHOULD BE MADE OUT TO THE INDIVIDUALS AND BROUGHT OR MAILED TO ST. PAUL'S 30 DAYS PRIOR TO THE WEDDING AT 180 ST. PAUL PLACE, PAWLEYS ISLAND, S.C. 29585

THE FOLLOWING DATA SHEETS SHOULD BE MAILED TO THE CHURCH ALONG WITH THE FEES 30 DAYS PRIOR TO THE WEDDING:

WEDDING FEE SHEET
COPY OF THE BRIDE'S CHECKLIST
COPY OF THE GROOM'S CHECKLIST
COPY OF THE WEDDING PROGRAM
COPY OF MUSIC DATA SHEET
WEDDING DATA SHEET
WEDDING PARTY DATA SHEET