

WEDDING PACKET CONTENTS

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Revised August 6, 2013

Saint Mark United Methodist Church

616 Quincy Road
Seneca, SC 29678

FACILITIES WEDDING REQUEST SHEET

Bride's Name: _____ Phone (home): _____ (work): _____

Address: _____

Groom's Name: _____ Phone (home): _____ (work): _____

Address: _____

Date of Wedding: _____ Time of Wedding: _____

Time Church Should Be Opened on Wedding Day: _____

Date of Rehearsal: _____ Time Church To Be Opened: _____

Building Use Cost: \$ _____

PLEASE INDICATE NEEDS FOR YOUR WEDDING:

Sanctuary

Dressing Room (Bride)

Dressing Room (Groom)

Atrium (extra fee for carpet cleaning, if needed)

Saint Mark Center

Commons (extra fee for carpet cleaning, if needed)

Nursery

If the reception is at Saint Mark, a meeting must be scheduled with the Facilities Manager.

The wedding date will not be confirmed on the church calendar until this signed form has been returned and building use cost has been paid to the Operations Manager.

WE HAVE READ THE INFORMATION PROVIDED IN THE PACKET AND AGREE TO THESE POLICIES CONCERNING CHURCH FACILITIES. WE WILL BE RESPONSIBLE TO MAKE EVERY EFFORT TO ENSURE THAT OUR GUESTS WILL DO LIKEWISE.

Bride's Signature

Groom's Signature

PASTORAL AGREEMENT/CONSENT FORM

The following are general guidelines regarding pastoral oversight of weddings at Saint Mark and in the United Methodist Church.

- The couple will participate in pre-marital counseling as determined by the Pastor.
- The Pastor has the final word about the content of the wedding ceremony.
- An honorarium for professional services is an expected and customary part of the traditional wedding and is paid directly to the pastor. The fees paid to the church are entirely separate. While the bride and her family are typically responsible for the cost of the wedding, it is the groom's responsibility to cover the pastoral honorarium. A guideline is the professional fee paid to the musician and consideration of the time set apart for counseling and the total rehearsal-wedding time frame.
- If you would like for another pastor to officiate or to assist in the ceremony, it is the pastor of Saint Mark who must extend the invitation to the guest pastor. You may not, of your own accord, invite into Saint Mark other pastors.
- The pastor of Saint Mark is responsible for interpreting the policy of the church and for the conduct of the rehearsal and the wedding.
- The wedding ceremony should adhere to The Order and Discipline of the United Methodist Church.

We have met with the pastor.

Signatures:

_____ Bride

_____ Groom

_____ Pastor

_____ Date

ARRANGING FOR A WEDDING

The Date

As soon as you have selected preferred dates for your wedding, rehearsal, and if applicable, reception, call the church office and ask that the date and time be tentatively reserved on the calendar. PLEASE NOTE: THE DATE WILL NOT BE CONSIDERED CONFIRMED UNTIL THE REQUIRED DEPOSIT AND ALL INFORMATION ARE SUBMITTED TO THE OFFICE AND YOU HAVE RECEIVED A "DATE CONFIRMATION NOTIFICATION".

If you plan to use the church's facilities for a reception, ask that the area be reserved for your wedding date.

No public announcement of a wedding should be made before the date has been cleared with the church office and pastor. Do not order your invitations until the date is cleared and confirmed.

Civil Preparations

A marriage license must be secured from the Probate Court of a county in South Carolina. The wedding need not be held in the same county in which the license is issued, but the license must be issued in South Carolina.

PLANNING THE CEREMONY

The officially authorized and approved rituals of The United Methodist Church will normally be used at weddings in the church.

The pastor will be happy to work with any couple that wants to personalize their wedding. This, however, usually requires considerable time investment on the part of the couple and the pastor. A couple might consider selecting special scripture passages, writing a special prayer, or including poetry, etc., to add a personal touch.

If a wedding director or consultant is used, they will work under the supervision of the pastor and should contact the pastor prior to the rehearsal to coordinate procedures and plans. The director / consultant is primarily responsible for getting the wedding party into the church, placing them in order at the Chancel, and the order of the recessional.

If you would like to include the Sacrament of Holy Communion in your wedding, all of the congregation will be invited to participate. In the United Methodist tradition, we do not hold "couples only" communions.

Music should begin and candles lighted approximately twenty (20) minutes before the ceremony begins. The processional should begin at the time appointed.

Acolytes may be available to light the candles. Regardless, special care should be taken with the lighting and placement of any candles related to the ceremony.

WEDDING MUSIC

Arrangements for music should be discussed as early as possible with the Director of Music or organist who will help you select appropriate music. The services of our regular organist should be utilized at all weddings requiring music. The service of other organists may be used with the requirement that the chosen organist be approved by the Director of Music or the Pastor of Saint Mark United Methodist Church.

It is the bride's responsibility to contact the organist and make these arrangements.

The wedding ceremony is a service of worship. Therefore, all aspects of the service including the music, must reflect the reverence and sacredness of worship. Not all music is appropriate to a service of Christian worship. If "popular" music is desired, perhaps it can be played at the reception. The use of taped accompaniments is discouraged during the wedding ceremony. If used, it must be approved by the Music Director or Pastor.

Congregational hymns from the church hymnal are most appropriate and are a way to involve the congregation in the service itself.

SAINT MARK MEDIA

Sound Equipment

Saint Mark United Methodist Church **requires a person trained on the church equipment to operate the sound system**. One of our trained technicians will contact you prior to the rehearsal. Your wedding will automatically be audio taped (CD). It is also a great help to have the order of worship for the sound operator to follow. The sound operator will attend the rehearsal.

Video

If you choose to have someone video tape your wedding, please give the videographer a copy of this form. This will ensure guidelines are followed and there will be no disruptions during the wedding ceremony, again keeping in mind that this is a service of Christian worship.

- There are no restrictions for the video personnel during the rehearsal, the time before the wedding (up to the prelude) and the reception.
- The wedding begins with the prelude and ends when the pastor releases the guests to the reception.
- During the wedding these guidelines must be followed:
 - ◇ There are to be no cameras in the Chancel area, main floor, or choir loft. (This also means ***unmanned cameras***)
 - ◇ All videotaping takes place from the back of the sanctuary.

PHOTOGRAPHY

Photographers should not interfere with or intrude upon the worship experience of the congregation during the wedding.

NO FLASH pictures may be made during the wedding ceremony. The wedding ceremony begins when the music begins and ends when the ENTIRE bridal party, family and friends have been dismissed from the sanctuary. Time exposures may be taken from the back of the church during the ceremony.

The Wedding Director is responsible for seeing that neither professional photographers nor friends take flash pictures in the church during the service. The Wedding Director is to be sure the photographer is finished in the Sanctuary at least 45 minutes before the prelude begins.

- ❑ No pictures which require additional lighting of any kind may be taken during the ceremony, and no photographic equipment, which makes noise, will be allowed during the ceremony. This must be included in the wedding bulletin and signs posted in the Narthex. Movies, videos, etc. may be made from the back of the church during the ceremony, if no additional light is required and the equipment makes no noise.
- ❑ The photographer may take flash pictures of the bride and her escort as they enter the sanctuary for the processional and as they leave during the recessional. The photographer must not, however, delay the processional or the recessional, and may not be more than four or five pews into the sanctuary for such pictures.
- ❑ Pictures of any kind, with any kind of equipment, may be made before the wedding music begins or following the ceremony.
- ❑ Photographs involving the pastor should be made first.
- ❑ The photographer should be given a copy of this policy before the wedding, and consult with the pastor before the ceremony, to clarify questions.

DECORATIONS

The sanctuary is a place of beauty and elaborate decorations are not necessary. More festive decorations may be used to enhance the beauty of the sanctuary as long as the symbolic appointments of the church are not disguised or obscured.

The Cross is the focal point of the sanctuary, and all decorations should focus upon the Cross. Symbols, emblems, and furniture, with the exclusion of the baptismal font, **may not be moved**. Railings may only be moved by church staff.

- The decorating of the sanctuary should be modestly done by skilled persons who will avoid or BE RESPONSIBLE for any damages done to church property as a result of decorating for weddings and receptions. A copy of these guidelines for decorating the sanctuary must be given to the florist, or other persons, in charge of decorations.

- No decorations, other than flowers in proper containers and candles in suitable candelabras / candlesticks, may be placed in the chancel area.
- No tacks, nails, thumbtacks, tape or other fastenings may be put into walls, woodwork, pews, or other fixtures.
- Decorations of any type are not to be placed on the piano or organ console or in the choir loft. Care must be taken that no decorations obstruct the side exits of the chancel. No floral arrangements or other decorations may be placed on the **Table** in the center of the chancel. The **Table** is reserved only for the elements of Holy Communion only. The **Table** may not be removed.
- Any bows or flowers placed on the ends of pew as pew markers must be done so as not to scratch or harm the pew. No misting of flowers will be allowed after placement.
- Decorations in the Narthex may be placed on the tables. Arrangements must be placed on a mirror or glass. No decorations are to be placed on any walls or railing. The furniture or accessories on the furniture in the Narthex should not be moved without permission.
- On the outside, no decorations are allowed on the doors or windows. The handrails may have decorations, taking care not to leave scratches on the rails.
- No real flower petals are to be dropped by flower girls inside the Sanctuary as they stain the carpet.
- The flowers from your wedding may be left for the Sunday Worship Service and may be given in honor of your wedding or in memory of a loved one. If you wish to do this, please indicate on the WEDDING INFORMATION SHEET and someone from the Worship Ministry Team will contact you. Note: It is possible someone else has selected the date for special placement of the flowers. Should there be a conflict, the church will allow an alternative placement if the flowers are to be left on Sunday.
- Florists need to remove decorations and equipment within **one (1) hour** after the wedding ends. Rental equipment may be placed in the Sacristy until the rental company can pick up on their first business day. This will be the responsibility of the wedding family or florist.
- Have your florist contact the church office to set up a time for the church to be open on the day of the wedding. The church will not be opened before 9:00 AM on Saturdays.

REHEARSAL

The date and time for your rehearsal will not be confirmed on the Saint Mark calendar until the appropriate forms and costs have been received. One hour should be allowed for the actual rehearsal and all participants are urged to be prompt.

The Wedding Director or Clergy Member will brief ushers on protocol. They will review the procedure for seating guests, including mothers of the bride and groom, and assign special

tasks. Ushers should learn the answers to typical questions (e.g., “Where is the restroom?” or “Where can we get a drink of water?” “Is there a Nursery?”)

Your Director is a key person and **must be experienced and trained on the rules of the church**. Any questions regarding said rules may be addressed to the pastor.

The Marriage license should be given to the pastor at the rehearsal. It will be signed by the couple after the ceremony.

RECEPTIONS

Caterers need to contact the Church Facilities Manager no less than **two months** prior to the wedding date.

Points to consider:

- Is a company bringing in rental equipment?
- Is the caterer asking to bring any items early?
- Is refrigeration space needed?
- Unloading is available to caterers at the service entrance on the gym level. Use of elevator is permitted.
- Caterer should provide their own tablecloths and dishes.
- All caterers must have gone through kitchen orientation, including equipment operation, to be approved to use the Saint Mark kitchen. The Saint Mark kitchen is a DHEC licensed area and must have an approved operator.

After reception:

- DO NOT remove any church property.
- An inventory will be made before and after the event.

Reservations for the use of the church facilities for a wedding reception should be made at the time the wedding date is approved. No dates will be saved earlier than twelve months in advance.

The wedding party is responsible for securing the service of a caterer. The church kitchen and equipment may be used. (See page 4). An inventory will be made before and following the reception, and a fee charged for broken, damaged or lost equipment, and any damage to the facilities.

- No nails, tacks, tape, etc., may be used on walls, tables, furnishings, etc., in the church.
- Decorations must not conflict with local fire ordinances, and all candles must be in suitable candleholders. Furnishings and floors must be protected from wax drippings as well as moisture from plants and flower arrangements.
- Throwing rice, confetti, potpourri and birdseed inside the church building is prohibited. Only birdseed or bubbles may be used outside.
- No alcoholic beverages may be served or consumed on the church grounds or in church facilities.
- Saint Mark UMC is a smoke free campus. No smoking anywhere, anytime.
- The caterer, or family, is responsible for removing all food and food serving pieces, which are not the property of the church, from the building immediately after the reception. The church cannot be responsible for items left after the reception.
- The reception and clean-up of personal items by the wedding family must be completed within three hours after the wedding service ends. On no occasion will a reception and cleanup last past 9:00 PM.
- A copy of these guidelines must be given to the caterer or other persons in charge of the reception.

MISCELLANEOUS ROOM USAGE

A room for the Bride to dress (Room A202) is located on the second floor of the South wing. (same level as the Sanctuary).

A long mirror will be placed in the bride's room on the day of the wedding. The bride and attendants must go outside to gain entrance to the Narthex to process down the aisle. Large umbrellas may need to be used on rainy days. This is the bride's responsibility.

The groom's dressing room (Room C222) is located on the second floor of the North wing. This is easily accessible to the groom's entrance door to the sanctuary.

Please leave the rooms as orderly as you found them. The church cannot be responsible for personal property left in the building during or following the wedding and/or reception.

HELPFUL SUGGESTIONS

Seating Guests

During the rehearsal, you should explain the seating positions to your ushers, who will be escorting the guests to their seats.

In a Christian wedding the bride's family and friends are seated on the left side (referred to as the Gospel side) of the church as you face the altar. (This will be the side of the church that the bride will be standing on as she faces the altar.) The right side of the church is reserved for the groom's family and friends.

If one family will have many more guests than the other, everyone may sit together. This will fill up the empty seats on one side and serve to introduce everyone earlier in the celebration.

Certain pew rows will be reserved for family members, and special guests. Parents of both the bride and groom sit in the first pews on their respective sides, grandparents in the second pews (along the aisle) to ensure that they'll get the best view, alongside siblings of the bride and groom. You may reserve additional pews on each side for other honored guests, parents of the flower girl and ring bearer – their children may join them during the ceremony. If you have a blended family with stepsiblings, you may reserve additional pews. (Mark these pews with flower garlands or ribbons.) Pew cards or "within the ribbons" cards may be sent to those guests you wish to honor with special seats.

If your parents are divorced, your family situation determines the seating. For example, if neither has remarried and they are on friendly terms, they may sit side by side in the front pew. If this is not possible, the custodial parent takes the front pew and the other parent should sit in the third pew with his or her spouse if he or she has remarried.

Seat all other guests from front to back as they enter the church. Late arrivals should slip into back rows. No one should be seated by ushers after the bride's mother has been seated.

WEDDING RECEIPT AND CONFIRMATION

This is to notify you that the date of _____
has been reserved on the official Saint Mark Master Calendar for your wedding.

The reserved date for the rehearsal is _____

Amount Paid: \$ _____

David Surrent, Senior Pastor

David Wilcox, Music Director

Karen Holcombe, Operations Manager

Donna Jaynes, Facilities Manager

Date