



BELIN MEMORIAL
UNITED METHODIST CHURCH



Wedding
Policies and Procedures

*'...and the two shall become one...'
Matthew 19:5*

WELCOME

Getting married is one of the most important decisions you will make in your life. You have come to the church for this important and meaningful event. To that end, we join with you in making the occasion one of happiness and joy, as well as an experience of Christian worship. This is a sacred ceremony, instituted of God, regulated by His Holy Commandments, blessed by our Lord Jesus Christ, and to be held in honor among all people.

Remember, the setting of your wedding is an atmosphere of Christianity. Your home, if founded on the teaching of Jesus Christ, will be stronger and more meaningful. The church stands ready wherever and whenever it can to help you establish your home in love and peace.

You have chosen Belin Memorial United Methodist Church for your religious ceremony. Belin has a beautiful sanctuary in a unique and lovely setting. We respectfully request that you plan your wedding around and in keeping with the décor and architectural design of the building. We are eager to work with you in your wedding plans and to support you in your marriage experience. We pray God's blessings upon you and the home you are establishing.

Guidelines for weddings have been set in keeping with the tradition, theology, and doctrine of the United Methodist Church. We trust that the following guidelines will prove helpful in planning your wedding. This policy simplifies your plans and procedures, protects Belin Memorial United Methodist Church, and demonstrates the church's encompassing care for its families.

The guidelines and regulations in this policy must be observed. Please do not ask for exceptions to be made. Failure to adhere to this policy will result in cancellation of your wedding, and forfeiture of all fees.

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The information and guidelines stated in this booklet represent the traditions outlines by the United Methodist doctrine, and have been reviewed and approved by the Ministers, Wedding Directors, Worship Committee, and Church Council.

Approved November 6, 2014

WEDDING GUIDELINES

GENERAL INFORMATION

1. Services include consultation, counseling session, rehearsal, and wedding.
2. There is no fee for the use of the sanctuary when the bride, groom, and/or parents are active church members (minimum one year membership prior to wedding date required).
3. The Wedding Coordinator schedules the date and times for rehearsal and wedding, and discusses fees. Additionally, the Wedding Coordinator provides information concerning services and facilities available.
4. The Wedding Director assists the Minister in the rehearsal and wedding. A Belin Memorial UMC Wedding Director is required for all services.
5. The organist / pianist fee is established for the normal ranges of services provided. Use of guest vocalists and instrumentalists (when approved) may require an additional fee for services.
6. The Custodian opens and closes the facility for all events, sets the heat/air conditioning, and cleans the facility and grounds before and after the wedding.
7. Technical Support is necessary to ensure that sound, lights, etc. are set properly. Technical Support will be required for all sanctuary weddings.
8. "In keeping with the Church's historic stand on total abstinence" (The book of Discipline of the United Methodist Church, Pg. 806:10), there will be no alcoholic beverages on church property. In addition, we are a tobacco-free campus.
9. Safety precautions prohibit the use of bubbles, birdseed and rice. Also, no rose petals will be thrown after the wedding outside the church. It is the responsibility of the bride and groom to ensure the care of church property, that is respected, maintained and not defiled.
10. All floral arrangements and equipment must be removed immediately following the service unless prior arrangements were made with Belin Church office for flowers to remain in the sanctuary for Sunday's service.
11. The Bride is responsible for informing photographers, videographers, guests and the wedding party of Belin's wedding policy.

FEE SCHEDULE FOR WEDDINGS

	<u>Member</u>	<u>Non-Member</u>	<u>Date Paid</u>
Sanctuary			
Date Reservation Fee (non-refundable)	\$50	\$300	
Rehearsal Facility Fee	\$0	\$300	
Service Facility Fee	\$0	\$525	
Minister	\$400	\$400	
Wedding Director	\$350	\$350	
Wedding Coordinator	\$50	\$50	
Organist and/or Pianist	\$300per	\$300per	
Custodian	\$150	\$150	
Audio Technician (Audio Only)	\$150	\$150	
Optional Fees			
Audio + Livestream	\$250	\$250	
Sanctuary Chair Removal & Reset	\$75	\$75	
Install Pew Candle Holders (candles not provided)	\$75	\$75	
St. John's Chapel / Seawall			
Date Reservation Fee (non-refundable)	\$50	\$300	
Facility (FLC/Sanctuary)	\$0	\$250	
Minister	\$400	\$400	
Wedding Director	\$350	\$350	
Wedding Coordinator	\$50	\$50	
Custodian	\$150	\$150	

The reservation fee is required for all weddings, members and non-members. It reserves the worship space for your rehearsal and wedding, as well as serving as protection to the church facilities.

PLEASE SEND ALL CHECKS TO THE ATTENTION OF:
Wedding Coordinator

Belin Memorial United Methodist Church Post
Office Box 528
Murrells Inlet, SC 29576

All fees are due two (2) weeks prior to the date of the wedding rehearsal and are non-refundable if wedding is cancelled.

CIVIL PREPARATIONS

A marriage license must be secured from the Probate Court in any county of South Carolina prior to the wedding.

A 24-hour waiting period is required before you can secure a license. A wedding cannot be conducted without a valid license.

The wedding does not need to be held in the same county in which the license is obtained, but it must be obtained in South Carolina.

The license needs to be either mailed to the *Wedding Coordinator (Belin Memorial UMC, PO Box 528, Murrells Inlet, SC 29576)* or brought to the church office no later than two (2) weeks before the wedding. The rehearsal will not proceed without the marriage license.

SCHEDULING THE WEDDING

As soon as you have selected a date for your wedding, please call Belin's wedding coordinator at the church office (843.357.5176) to ensure date is available. At that time, fees and costs will be discussed. Let us know if you are a member of Belin Church.

Non public announcement of wedding date should be made before the dates are reserved by a deposit fee to the church office and that particular date is cleared with the minister who will officiate.

In order for the member fees to apply, one must be a member of Belin Memorial United Methodist Church for one year prior to the date of the wedding.

A nonrefundable reservation deposit secures your wedding date on the church calendar.

DIRECTOR OF WEDDINGS

The Board of Trustees of Belin Memorial United Methodist Church requires that a Belin Memorial UMC Wedding Director be present at all times during a rehearsal and wedding. The Wedding Director will instruct the participants concerning their responsibilities so they are prepared for the wedding. The Wedding Director will need to be contacted as soon as possible to review plans, clarify policies, discuss options, and resolve any questions you may have about the rehearsal and wedding.

The directors are: Phyllis Farmer 843.833.1106
richphy@aol.com

Jim Sellers 843.267.2385
843.357.5184
jims@belinumc.org

Sidney Williams 843.340.1898
sidwilliams@cec1.com

THE MINISTER

The ministers of Belin Memorial United Methodist Church consider it a privilege to officiate at your marriage.

The ministers are responsible for interpreting the policies of the church, conducting the rehearsal of the ceremony itself and officiating at the wedding. The Belin minister has the final word on all aspects of the service. In the absence of the Belin minister, the Wedding Director will be in charge.

PREMARITAL COUNSELING

Premarital counseling is required of all couples married at Belin Memorial and is to be performed by the minister officiating your wedding. An appointment should be made with the 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 session will be determined by the minister with the first appointment at least six (6) weeks prior to the wedding date.

DECORATING THE CHURCH

In the worship setting, there exists a dignity and beauty which speaks of the presence of God. Elaborate decorations are not necessary and are, in fact, discouraged. No decorations should prevent free movement of the minister and members of the wedding party.

The Cross is the focal point and decorations must not obscure or detract from it. The candles that remain on the altar table will be lit for the ceremony. The church provides two (2) candelabras and a unity candle stand. Unity candles will need to be provided by the bride.

The use of arches and other similar equipment is not permitted. Such items distract from the décor of the church and the loveliness of the bride and her party. They also pose problems in movement and arrangement of the wedding party.

For insurance reasons, aisle runners are not to be used. Real flowers petals may be dropped.

CHURCH FURNISHINGS

Sanctuary furniture, furnishings, music hymnals, Bibles and stands must remain in their appropriate places. Sanctuary furniture may NOT be rearranged.

Decorations may not be hung or suspended from fixtures or furnishings. Ribbon or simple arrangements of flowers may mark reserved pews. No nails, tacks, wires, pins, or tape of any kind or description may be used on/in the walls, woodwork, pews, chancel rails, furnishings or any part of the building. Only special plastic clips/ribbons available from florists may be used at attach pew markers. Construction of unique or artificial settings is not permissible.

Rice, bird seed, grass seed, and/or confetti are not to be thrown in the church building or outside walkway or on the church property.

BRIDES ROOM

The bride's room is available for the bride, her mother, the groom's mother, and those who may be assisting the bride. Please assign a friend who is not a part of the wedding party to be responsible for removing all personal items from the rooms used immediately following the ceremony as well as all exterior decorations otherwise the decorations will be discarded by our custodian.

FLOWERS

Only flowers appropriate for worship services – fresh cut flowers, live foliage and plants – are permitted in stationary arrangements. There must be prior approval to decorate with greenery. Only appropriate potted plants or palms may be used for decorating and must be placed on waterproof paper.

It is the responsibility of the florist/decorator to request a time for decorating by calling the Wedding Coordinator (843.357.5176) Monday through Friday, 8:30 AM–4:30 PM. The church is locked at all times and will be opened at the agreed upon hour. If no time is set, the church will be unlocked on the wedding day three (3) hours before the service.

Floral arrangements in the chancel area and in the narthex for a wedding on Saturday may be used at Sunday morning worship with a note in the Belin's Sunday bulletin that the flowers are in honor of the couple's marriage. Contact the Wedding Coordinator (843.357.5176) if you wish to see if the date is still available for that Sunday's floral arrangements.

The bride is responsible for giving the florist a copy of this policy statement at least two (2) weeks before the wedding and the florist may call the Wedding Director BEFORE the day of the wedding to clear up any questions that may arise.

Bride

Location of Wedding: Belin Memorial United Methodist Church sanctuary

Date and Time of Wedding

Wedding Director

Phone No.

MUSIC

To make your wedding beautiful worship service, and at the same time preserve its reverent and sacred nature, requires thought and preparation. The music must be sacred in tone, classical in style, and all words must be Scripturally based.

The music desired for the wedding service must be discussed with Belin's Director of Worship Arts. This is to assist you with planning the music for your wedding. It is your responsibility to contact the Director of Worship Arts as soon as possible to discuss your music needs.

If there is a vocalist(s), it is the bride's responsibility to see that the vocalist(s) contacts the Belin's organist to arrange for a rehearsal. Our Director of Worship Arts can make recommendations for local singers, who set their own fees.

Solos are acceptable at appropriate places within the total framework of the service. Within the framework of the Order of Worship, they are generally places following the seating of the bride's mother and prior to the entrance of the wedding party. Through the service, you are inviting the congregation to participate with you in this act of worship. Music for vocal solos must be uplifting and joyful.

Church musicians are assigned to your wedding unless you request otherwise. Guest musicians must approved by the Director of Worship Arts. NO recorded music is allowed during the service.

AUDIO TECHNICIAN

The staff audio technician will be required for all sanctuary weddings.

PHOTOGRAPHY

NOTE: The Wedding Ceremony begins when the music begins and ends with the playing of the recessional.

Pictures are a treasured possession and the minister will gladly cooperate so that the most beautiful pictures may be made. However, photographers must not interfere with the worship experience of the wedding party and the congregation during the ceremony.

There will be NO pictures taken during the service except by using a time exposure camera from the back of the church by a professional photographer. If a friend or acquaintance is taking your pictures, please explain this practice to him/her. Flash photographs may NOT be taken at any time during the ceremony.

A photograph may be taken of the bride in the narthex before the ceremony and as she and the groom leave the sanctuary after the ceremony is over. Walking around, standing, or sitting down to take pictures during the service is unacceptable. Any movement or noise that distracts from the worship service is not permissible.

Photographs with any equipment may be made following the ceremony in the sanctuary. It is requested that any picture that includes the minister be taken first in order that they may be excused before the remaining pictures are taken. No one is allowed to stand on the pews for any reason and no one may sit on the backs of pews. It is recommended that the photographer bring a step stool for taking pictures in the sanctuary.

VIDEOGRAPHY

Video recording may be made during the ceremony may be done with available light only and with camera equipment that is quiet and does not interfere with the ceremony. The camera must be on a tripod at the back of the sanctuary and will not impede the wedding party's processional/recessional.

The videographer must be in place 45-minutes prior to the ceremony, and must not speak or attract attention. Any questions or concerns may be discussed with Belin's Audio Technician before the wedding service.

Photographers and videographers should stow extra equipment (bags, etc.) so as not to be seen or tripped over by guests (may be placed under last pew). Proper dress attire is necessary.

If the photographers and videographers are unclear of the church policy, then they will need to contact the Wedding Director prior to the service.

Bride _____ Date and Time of Wedding _____

Location of wedding: Belin Memorial United Methodist Church

REHEARSAL

Usually the wedding rehearsal will be scheduled for the evening before the wedding. Because of continuing commitments of both personnel and facilities, it is important that the rehearsal date and hour, once set, not be changed.

Please ask your bridesmaids, ushers, and all other members of the wedding party to be on time for the rehearsal. Please remind them that the rehearsal is a time of careful planning for a worship service.

The ministers do not allow the use of stand-in brides. They find it helpful to have the bride take part in her own rehearsal.

WEDDING CEREMONY

The wedding is a service of worship in which we celebrate God's gift of human love and affirm the covenant between a man and woman in holy matrimony. Changes or additions to the service must be made in consultation with the minister and must be consistent with the theology and tradition of the church. Decisions you might need to make regarding the service include:

- Use of special Scripture verses
- Solos and/or special music
- Unity candle
- Sand Ceremony

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 serviced to the couple during the wedding ceremony.

The printing of programs is the responsibility of the wedding couple.

MISCELLANEOUS CONCERNS

Absolutely no alcoholic beverages may be served or consumed in the church facilities or on the church grounds. Should the bride or groom appear to be under the influence of any substance, the minister reserves the right to stop the rehearsal, to postpone it, or postpone the wedding service. In this event, the fees are only applicable for the original dates and are non-refundable.

Rooms are available for dressing by members of the wedding party. Drinks (sodas and water) and snacks may be served only in the bride's room, choir room, and/or crying room. Please be sure to leave the rooms as you found them. No food or beverages may be served or brought in to the sanctuary.

The church is not responsible for any personal property left at the church during or after the wedding. It is recommended that the bride assign someone to check all rooms after the wedding for items that may have been left. Any items left may be disposed of when the church is cleaned after the wedding.

Belin Memorial United Methodist Church is a tobacco-free campus. Smoking is prohibited anywhere on church property.

No irreverent or obscene language will be tolerated on church premises.

The Minister and/or Wedding Director may prohibit an attendant or guest from entering the sanctuary if it appears they will not be respectful of the service.

CHECKLIST

_____ Reserve church for wedding date. Pay deposit to church office.

_____ Read rules and procedures carefully.

_____ Contact minister and schedule counseling session or ask approval for another minister to officiate.

_____ Contact Director of Worship Arts to discuss the music selections.

_____ Contact Wedding Director to be sure all rehearsal/wedding plans are within Belin UMC guidelines.

Three Months from Wedding Date

_____ Give a copy of the pages on decorating the church for a wedding to the florist after you have filled in the pertinent information.

_____ Give a copy of the page on wedding photographers to the photographer and/or person video recording the wedding after you have filled in the pertinent information.

One Month from Wedding Date

_____ Contact the wedding coordinator about four weeks prior to the wedding to schedule a time to meet and review fees, costs, and wedding procedures.

Two Weeks from Wedding Date

_____ Contact Wedding Director.

_____ Pay remaining fees. Separate checks to the applicable people. These can be submitted to the wedding coordinator for distribution.

_____ S.C. Marriage License and Wedding Service form mailed to wedding coordinator.

Wedding Coordinator
PO Box 528
Murrells Inlet, SC 29576
Church: 843.357.5176
Email: beckyp@belinumc.org