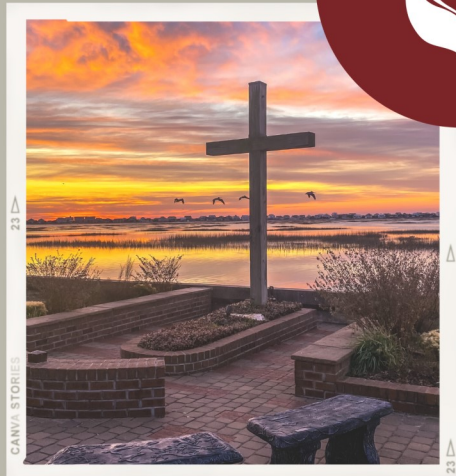


# WEDDING POLICY & PROCEDURES

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Belin Memorial United Methodist Church  
4182 Hwy. 17 Business  
Murrells Inlet, SC 29576  
843.651.5099

## **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 teachings of Jesus Christ, will be stronger and more meaningful. The church stands ready to help you establish your home in love and peace.*

*You have chosen Belin Memorial United Methodist Church for your religious ceremony. Belin Memorial has beautiful worship spaces in a unique and lovely coastal setting. We respectfully request that you plan your wedding around and in keeping with the décor, architecture and design of your worship setting. We are eager to work with you on your wedding plans and to support you in your marriage experience.*

*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 service. This policy simplifies your plans and procedures, protects Belin Memorial, 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. Failure to adhere to this policy may result in the cancellation of your wedding service and forfeiture of all fees.***

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The information and guidelines in this booklet represent the traditions outlined by the United Methodist Church doctrine and have been reviewed and approved by the Belin pastors, wedding directors, Worship team, and Church Council.

## WEDDING GUIDELINES

### GENERAL INFORMATION

1. Services include consultation, counseling session, rehearsal, and wedding service.
2. There is no fee for the use of a worship space when the bride, groom, and/or a parent is an active member (minimum 1-year membership prior to wedding date required).
3. The wedding coordinator in the church office schedules the dates/times for rehearsals and weddings as well as handles all fees and payments. Additionally, the wedding coordinator provides information concerning Belin Memorial's available services and facilities.
4. A Belin wedding director is required for all weddings and assists the pastor in conducting the rehearsal and the wedding service. The wedding director has authority over all activities on church property. Outside event/wedding planners must defer to the Director.
5. The sanctuary organist/pianist fee is established for the normal ranges of services provided. Use of guest vocalists and instrumentalists (once approved) may require an additional fee.
6. The Belin custodian opens and closes the facilities for all events, sets the HVAC systems, and cleans the facilities and grounds before and after the service.
7. Belin technical support is required for all indoor weddings and is necessary to ensure that sound, lights, etc. are set properly.
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. Additionally, Belin Memorial is a tobacco-free campus.
9. Safety precautions prohibit the use of bubbles, birdseed, and rice. No rose petals may be thrown outside. It is the responsibility of the bride and groom to ensure that the church property is respected, maintained and not defiled.
10. All floral arrangements and décor must be removed immediately following the service unless prior arrangements are made with the church office for flowers to remain for use in other church services.
11. The bride is responsible for informing photographers, videographers, guests and the wedding party of all policies and guidelines.

## **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 service 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 or delivered to the wedding coordinator (Belin Memorial United Methodist Church, POB 528, Murrells Inlet, SC 29576) NO LATER THAN two weeks before the rehearsal date. The rehearsal and wedding will not proceed without the license.

## **SCHEDULING THE WEDDING SERVICE**

As soon as you have selected a date for your wedding, please call the Belin wedding coordinator (843.651.5099) to ensure the date is available. At that time, fees and costs can be discussed. Please inform us if you are a Belin member.

No public announcement of the wedding date should be made before the reservation fee has been received and that specific date is confirmed with the officiating pastor.

In order for the member fees to apply, the bride, groom, and/or a parent must have been a Belin member for one year prior to the wedding date.

A non-refundable reservation fee secures your rehearsal and wedding dates on the church calendar.

## **WEDDING DIRECTORS**

The Board of Trustees of Belin Memorial requires that a Belin wedding director be in charge at all times during a rehearsal and wedding service. The director will instruct the participants concerning their responsibilities so they are comfortable and prepared for the wedding service. Once the rehearsal and wedding dates are confirmed, it is the couple's responsibility to contact the assigned director to review plans, clarify policies, and discuss options.

## **CLERGY**

The clergy of Belin Memorial consider it a privilege to officiate at weddings. The pastors are responsible for interpreting the policies of the church, conducting the rehearsal, and officiating at the wedding service. Belin pastors have the final word on all aspects of the service. In the absence of a Belin pastor, 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 pastor officiating the wedding. An appointment should be made with the pastor for counseling and preparation for the wedding service and marriage. Dates and times are best arranged directly with the pastor. The number and length of the counseling session/s will be determined by the pastor with the first appointment at least six weeks prior to the wedding date.

## **DECORATING**

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

The cross is the focal point and decorations must not obscure or detract from it. Altar candles will be lit for the ceremony. The church provides two candelabras and a unity candle stand. Unity candles (two tapers and one pillar candle) must be provided by the bride if doing a unity candle ceremony.

The use of arches and other similar equipment is not permitted inside worship spaces. Additionally, aisle runners are not to be used inside (for insurance purposes). Real flower petals may be dropped.

## **CHURCH FURNISHINGS**

Sanctuary furniture, furnishings, 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 may be used on/in the walls, woodwork, pews, railings, furnishings or any part of the building. Only special plastic clips/ribbons available from florists may be used to attach pew markers. Construction of unique or artificial settings is not permissible.

Rice, birdseed, grass seed, petals and/or confetti are not to be thrown on church property.

## **BRIDE'S ROOM**

A room is available for the bride and those assisting her. 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 service as well as all decorations; otherwise, the decorations will be discarded by church staff.

## **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 in waterproof containers.

It is the responsibility of the florist/decorator to request access to the worship space by contacting the wedding coordinator (843.357.5176) in the church office during business hours.

Floral arrangements may be used at Sunday worship with a note in the worship bulletin that the flowers are in honor of the marriage. Contact the wedding coordinator (843.357.5176) to see if the date is available for that Sunday's worship services.

**The bride is responsible for giving the florist a copy of this policy statement at least three months before the service and the florist may contact the wedding director BEFORE the day of the wedding to clear up any questions.**

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Bride signature

**Belin Memorial United Methodist Church**  
4182 Hwy 17 Business, Murrells Inlet, SC 29576  
Phone: 843.651.5099 Fax: 843.651.4179

Location of the service:

\_\_\_\_\_ The Sanctuary                      \_\_\_\_\_ The Harbor (Family Life Center)  
\_\_\_\_\_ Seawall Cross                      \_\_\_\_\_ St. John's Outdoor Chapel

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Date/Time of Wedding

---

Wedding director

Email

Phone

## **MUSIC**

All service 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 a director of worship, through the assigned Belin wedding director. It is your responsibility to contact the appropriate staff person 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 staff musician assigned to the service to arrange a rehearsal. Our worship directors can recommend local vocalist, who set their own fees. Solos are acceptable at appropriate places within the framework of the service. Vocal solos must be uplifting and joyful.

Church musicians are assigned to the wedding unless requested otherwise. A director of worship must approve guest musicians. **NO recorded music** is allowed during the service.

## **AUDIO/VIDEO TECHNICIAN**

For indoor services, a staff audio technician is required. If you desire, you may also request your indoor service be livestreamed over the internet.

For outdoor services, you must contract independent technicians for audio and/or video. The Belin wedding director can offer guidance in these areas.

## **PHOTOGRAPHY**

*NOTE: The wedding begins with the seating of the immediate family (grandparents and/or parents) and ends with the recessional of the immediate family.*

Photographers must not interfere with the worship experience of the wedding party and the congregation. There will be NO flash photography during the service and photographers must remain at the back of the worship space. Any movement or noise that distracts from the worship service is not permitted. This MUST be communicated to the photographer prior to the day of the wedding. Also, the photographers must wear proper attire.

Photographs may be made following the service. Any pictures that include the clergy should be taken first. No one is allowed to stand on any pew or chair.

Photographers are required to follow the timeline set by the Belin wedding director. Pre-service photos should be completed prior to the time guests begin arriving.

## **VIDEOGRAPHY**

Video recording may be done during the service using available lighting and from a position that does not interfere with the wedding. The camera must be on a tripod at the back of the worship space and must not impede the wedding party's entrance or exit.

The videographer must be in place 45 minutes prior to the service and must not attract attention. Any questions or concerns may be discussed with the A/V technician and/or Belin wedding director before the service. Also, the videographers must wear proper attire.

**The bride is responsible for giving the photographer/videographer a copy of this policy statement at least three months before the service and the photographer/videographer may contact the wedding director BEFORE the day of the wedding to clear up any questions.**

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Bride Signature

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Date/Time of Wedding

**Belin Memorial United Methodist Church**  
4182 Hwy 17 Business, Murrells Inlet, SC 29576  
Phone: 843.651.5099 Fax: 843.651.4179

Location of the service:

\_\_\_\_\_ The Sanctuary

\_\_\_\_\_ The Harbor (Family Life Center)

\_\_\_\_\_ Seawall Cross

\_\_\_\_\_ St. John's Outdoor Chapel

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Wedding director

Email

Phone

## **REHEARSAL**

Typically, the wedding rehearsal is scheduled for the day prior to the wedding service. Because of the commitments of both staff and facilities, it is important that the rehearsal date and time, once set, not be changed.

Please ask all members of the wedding party to be on time for the rehearsal. Remind them that the rehearsal is a time of careful planning for the worship service.

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

## **WEDDING SERVICE**

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 a woman in holy matrimony. Changes or additions to the service must be made in consultation with the clergy and must be consistent with the theology and tradition of the church. Decisions that may need to be considered regarding the service include:

- Use of special scripture verses
- Solos and/or special music
- Unity candle/sand ceremony/tying the knot

The Sacrament of Communion is an act of corporate worship. If the sacrament is desired at the wedding, everyone present should be given the opportunity to partake. NO private communion will be served to the couple during the service.

The printing of programs is the responsibility of the wedding couple. Please provide a proof of your program to the Belin wedding director before printing.

## **MISCELLANEOUS CONCERNS**

Absolutely **NO** alcoholic beverages may be served or consumed on church property. Should the bride or groom appear to be under the influence of any substance, the pastor reserves the right to stop the rehearsal or postpone the wedding service. Should a member of the wedding party appear to be under the influence of any substance, the wedding director reserves the right to remove them from the rehearsal/service.

Rooms are available for dressing members of the wedding party. Non-alcoholic drinks and snacks are permissible in these rooms. Please leave the rooms as you found them. NO food or beverages may be brought into the worship spaces.

The church is not responsible for any personal property during or after the service. It is recommended that the bride assign someone to check all rooms after the wedding for items that may have been left.

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

Irreverent or obscene language will not be tolerated.

The clergy and/or wedding director may prohibit an attendant or guest from entering the worship space if it appears they will not be respectful of the service.

## FEE SCHEDULE FOR WEDDINGS

### Reservation Fee (non-refundable)

	<u>Member</u>	<u>Non-Member</u>	<u>Date Paid</u>
<b>Sanctuary</b>			
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	
<b>Optional Fees</b>			
Audio + Livestream (complimentary video recording included)	\$250	\$250	
Sanctuary Chair Removal & Reset	\$75	\$75	
Install Pew Candle Holders (candles not provided)	\$75	\$75	
<b>St. John's Chapel / Seawall</b>			
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	

**\* A Belin wedding director is required for all wedding services.**

1. All fees must be paid in full at least two weeks prior to the scheduled rehearsal and are non-refundable due to cancellation.
2. The reservation fee is required for all weddings (members and non-members). It reserves the facility, staff, and dates for your rehearsal and wedding.
3. Checks are to be made out separately. Contact Wedding Coordinator prior to writing checks for names and fees of those assigned to your rehearsal and wedding service.

SEND PAYMENTS TO THE ATTENTION OF:

Wedding Coordinator  
Belin Memorial United Methodist Church  
PO Box 528  
Murrells Inlet, SC 29576

## **CHECKLIST**

- \_\_\_\_\_ Reserve the rehearsal/wedding dates with the wedding coordinator via deposit.
- \_\_\_\_\_ Carefully read the policy and ask any questions.
- \_\_\_\_\_ Contact the clergy to schedule counseling session
- \_\_\_\_\_ Contact a worship director to discuss music selections and musicians.
- \_\_\_\_\_ Contact assigned wedding director to make certain all plans are within the church guidelines.

### ***Three months prior to wedding***

- \_\_\_\_\_ Give florist the guidelines for decorating.
- \_\_\_\_\_ Give photographer/videographer the guidelines for service policies.

### ***One month prior to wedding***

- \_\_\_\_\_ Contact the wedding coordinator to review fees and procedures.

### ***Two weeks prior to the wedding***

- \_\_\_\_\_ Submit the completed wedding service form, found on the next two pages, for wedding director's use.
- \_\_\_\_\_ Contact the wedding coordinator for names and fees of those assigned to your rehearsal and wedding service, for your final payments. Checks must be made out separately to the appropriate assigned staff.
- \_\_\_\_\_ Submit a South Carolina marriage license to the wedding coordinator.
- \_\_\_\_\_ Confirm that florist, photographer, and videographer have received copy of service guidelines.

WEDDING COORDINATOR  
POB 528 • Murrells Inlet, SC 29576  
843.357.5176  
[beckyp@belinumc.org](mailto:beckyp@belinumc.org)

Belin Memorial United Methodist Church

Wedding Service Form

Bride and Groom Names: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Seating of Grandmothers / Grandfathers**

Music: \_\_\_\_\_

**Groom's Grandparents**

Paternal Grandmother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Paternal Grandfather: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Maternal Grandmother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Maternal Grandfather: \_\_\_\_\_ Ushered by: \_\_\_\_\_

**Bride's Grandparents**

Paternal Grandmother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Paternal Grandfather: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Maternal Grandmother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Maternal Grandfather: \_\_\_\_\_ Ushered by: \_\_\_\_\_

**Seating of Mothers / Fathers**

Music: \_\_\_\_\_

**Groom**

Stepmother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Father / Stepfather: \_\_\_\_\_

Mother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Father / Stepfather: \_\_\_\_\_

**Bride**

Stepmother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Father / Stepfather: \_\_\_\_\_

Mother: \_\_\_\_\_ Ushered by: \_\_\_\_\_

Father / Stepfather: \_\_\_\_\_

**Wedding Party Processional**

Music: \_\_\_\_\_

Minister: \_\_\_\_\_

Groom: \_\_\_\_\_

Best Man: \_\_\_\_\_

Maid / Matron of Honor: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

**NOTE: PAIR any attendants / ushers who are married or who should be paired together.  
(Print "goes by" name)**

Bridesmaids: _____	Groomsman: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Honorary Bridesmaids: _____	Ushers: _____
_____	_____
_____	_____
_____	_____

**Bridal Processional**

Music: \_\_\_\_\_

Bride: _____	Escort: _____
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**Wedding Party Recessional**

Music: \_\_\_\_\_

**Ceremony Details**

No. of Guest: \_\_\_\_\_

Unity Candle:    Yes        No        (Please note that candles are not provided)

Who will be lighting the tapers? (i.e. acolytes, ushers, parents, mothers) \_\_\_\_\_

Sand Ceremony:    Yes        No        (Please note that sand and containers are not provided)

Will anyone other than the pastors be doing a reading: (i.e. scriptures, poem)    Yes        No

**Musicians(s)/Vocalists(s)**

Name(s): \_\_\_\_\_

Arrival Time: \_\_\_\_\_

**Florist**

Name & Phone: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**Photographer**

Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**Videographer**

Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**Wedding Party**

Arrival Time: \_\_\_\_\_

**Please complete form and return no later than two (2) weeks before wedding date to:**

**Becky Porter or email: [beckyp@belinumc.org](mailto:beckyp@belinumc.org)**

**Belin Memorial UMC**

**PO Box 528**

**Murrells Inlet, SC**