

ARRANGING FOR A WEDDING

The Date

1. As soon as you have selected a tentative date for your wedding, call the church office and request that the date and time be placed on the church calendar. The date and time must be cleared with the minister.
2. If neither the bride nor the groom (or their parents) is a member of Trenholm Road United Methodist Church for a period of six (6) months or longer, the reservation and fees will be assessed as a "Non-Member". Fees are enumerated at the end of this booklet. Non-Member weddings may not be reserved for the May-August period more than four months prior to the wedding date. One half of all applicable fees for non-members is required in advance to reserve the wedding date on the calendar. This is a non-refundable deposit.
3. If you plan to have a rehearsal, ask that the date and time of the rehearsal be reserved also.
4. If you plan to use the church's facilities for a reception, specific reservations as to location and time are to be made.
5. No public announcement of a wedding date should be made before the date has been cleared with the church office and the minister. By all means, do not order your invitations until the date is cleared.
6. It is recommended that only one wedding be scheduled on any one date. If extenuating circumstances prevail, two weddings may be scheduled, provided: (1) that both wedding parties agree, and (2) that at least four hours separate the two weddings.
7. Sunday weddings may be scheduled in consultation with the minister.

The Minister

1. The minister of TRENHOLM ROAD UMC counts it a privilege to officiate at the marriage of church members. The minister requires pre-marital counseling for the couple who desire to be married.
2. Should you desire to have another minister assist in the ceremony, or officiate in the absence of the minister, the invitation to the guest minister should be extended by the minister of TRENHOLM ROAD UMC. No minister should be invited to officiate at a wedding at TRENHOLM ROAD UMC without the consent and approval of the minister. Guest ministers should be duly ordained in a denomination recognized by the United Methodist Church. All ministers officiating at a marriage ceremony at TRENHOLM ROAD UMC will use the official ritual for marriage sanctioned by the United Methodist Church.
3. An appointment should be made with the minister for counseling as plans for the wedding are being made. It is the responsibility of the couple to initiate counseling dates. The number and length of sessions may vary, and will be determined by the minister.

Civil Preparations

1. 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 secured, but the license must be issued in South Carolina.
2. A twenty-four (24) hour waiting period is required before you can secure a marriage license in South Carolina. Both parties must sign the applications, but either may pick up the license after the waiting period.

3. Persons eighteen (18) years of age and over may secure a marriage license without parental consent, but proof of age is required of all parties under the age of twenty-five. Those under eighteen (18) must have birth certificates and parental consent.
4. Please bring your marriage license with you to rehearsal, and leave it with the minister.

The Wedding Ceremony

1. The officially authorized and approved rituals of the United Methodist Church will be used at all weddings in the church.
2. The minister is responsible for the conduct of the rehearsal and the wedding, and is totally in charge of directions at the chancel and ceremony.
3. The wedding director works under the supervision of the minister and should contact the minister prior to the rehearsal to coordinate procedures and plans. The director is primarily responsible for getting the wedding party into the church, placing them in order at the chancel, and the order of the recessional. **All weddings shall be supervised by one of the specially trained persons certified by this church as a wedding director. Any outside coordinators retained by the bride and groom to assist with the planning of the wedding or reception will not be needed to assist with the church's chosen wedding director.**
4. You may consider a printed order of service for your wedding. Such orders require the approval of the minister.
5. Some couples may want to set their marriage ceremony within the context of the Sacrament of the Lord's Supper. If that is your choice, please remember that Holy Communion is an act of corporate worship and everyone present must be given an opportunity to commune. There will be no "private communion" served to the couple during the public ceremony. The minister will be happy to arrange for communion for the wedding party at the rehearsal, before the public ceremony, or afterwards.
6. Music should begin and candles are to be lighted approximately thirty (30) minutes before the ceremony begins. The processional should begin at the appointed hour.
7. Unity Candle Use: TRUMC does not have a unity candle holder and stand. If a unity candle is to be used, it is the bride's responsibility to make arrangements in advance to either rent one, or purchase the smaller "table top" style (available in bridal shops or the wedding section of décor and hobby stores) and provide an appropriate stand for it. The stand must be approved by the wedding director.

Music For The Wedding

1. Music in the church, including wedding music, must be suitable for Christian worship. You will need to contact the church organist as soon as you set your date. The organist fee includes the wedding rehearsal and one rehearsal with soloist(s) and/or other musicians. Our church organist exercises "first right of refusal" over all weddings held at TRUMC. You will be given the contact information for the TRUMC organist when you book your wedding. It is your responsibility to contact the organist as soon as you receive this information to coordinate with her calendar. In the event that the TRUMC organist is unavailable for your wedding, you will be given a list of approved organists. Any organist not on the pre-approved list must be approved by the TRUMC organist in advance. Any fee arrangement for an outside organist will be between the bride/groom and their chosen organist.
2. Hymns are most appropriate for a wedding and may be used as processionals, recessionals, or at other appropriate places in the service.

3. Music for the Christian wedding should be similar in character to music at other services of the church. Secular love songs will not be permitted. The selection of music will be done in consultation with the church's organist.
4. Instruments other than organ or piano may be permitted such as violin, cello, or brass. Guitar may be permitted if played in a classical style by an accomplished guitarist.
5. Taped accompaniments, recordings, amplifiers, and other electronic equipment are prohibited.
6. The organist, vocalist, and other instrumentalists at the wedding service in the church should wear robes or appropriate concert attire for the service. The church is happy to make these robes available should one be needed.

The Wedding Party

1. Ring bearers and/or flower girls, must be at least five years of age.
2. It is recommended that attendants be kept to 6 per side (12 total) with a maximum of 8 (16 total).
3. Please ask all of your attendants and ushers to arrive on time for the rehearsal, and urge them to conduct themselves with proper decorum during the rehearsal and the wedding.
4. It is not always necessary that relatives and friends be seated on the "bride's" or "groom's" side of the church. Very often, it is well to seat the guests evenly on both sides of the church unless they request otherwise.
5. Acolytes are available for all weddings. Please discuss this with your wedding director so that one can be acquired. The service of a Crucifer is available to those who would like to add a further note of dignity to the wedding. The Crucifer would lead the procession and recessional, carrying the processional cross.

Decorating The Sanctuary For A Wedding and Floral Policies

1. The sanctuary is a place of beauty and elaborate decorations are not necessary. Decorations should not obscure or disguise the symbols of the church such as the cross, altar tables, etc.
2. The Cross is the focal point of the sanctuary, and all decorations should focus upon the Cross.
3. No decorations, other than flowers and candles in suitable candelabra/candlesticks may be placed in the chancel area.
4. The use of excessive flowers or greenery is discouraged. The use of any floral or greenery containers belonging to the church must be approved by the Altar Guild. **Palms will not be placed inside of the chancel area.** Containers may not be removed from the church for use elsewhere. Greenery or flowers may be used on the two tables in the narthex if desired. Real flowers or flower petals are not to be used in the processional. You may use artificial flower petals or tied ribbon pieces as an alternative. Altar flowers (**only**) from the wedding may remain in the sanctuary for the Sunday worship service at your request; provided that a member of the church has not already arranged for flowers in the sanctuary. In such an event, wedding flowers may be placed in the west foyer of the church. A note will be placed in the worship order to that effect. **If the altar flowers are to be left for Sunday worship, they must be fresh cut flowers. Artificial flowers are not to be used in any arrangements that are to be left for the Sunday worship services.** The florist should make arrangements to come to the church to pick up a set of keys to use to get into the church to decorate. A \$10.00 (cash) key deposit must be left with the Business Administrator and will be returned upon the return of the keys after the wedding. **Any other greenery, plant life, candelabra, or aisle candles must be removed immediately following the ceremony by the florist or decorator. If special**

arrangements need to be made for this to take place, please call the Business Office or the Minister's Secretary two weeks prior to the wedding to make these arrangements.

5. **December Wedding Considerations:** We welcome the opportunity to host weddings during the Holiday season. The sanctuary is decorated by the church for the Advent season which begins the Sunday after Thanksgiving (First Sunday of Advent) and continues through the First Sunday after Christmas Day. During this time the sanctuary will be decorated with a variety of greenery, garlands, and poinsettias. The paraments on the altar, lectern, and pulpit will be purple. **These decorations will not be removed or altered in any way.**
6. No tacks, sticky florist's clay, tape or anything harmful to the surface of wood may be used anywhere in the sanctuary. Flowers and candles are not to be placed or arranged in a manner that interferes with the altar, ceremony, or obscures the symbols.
7. No furnishings may be moved and care must be taken so that no decorations obstruct entrances to the chancel or prevent free movement of the minister and members of the wedding party.
8. The paraments for the season of the year remain in place for weddings. The Christian season determines the color of paraments, not the event in the church. The Altar Guild will be responsible for the proper paraments. Paraments for special seasons such as Palm Sunday or Advent will not be changed or removed for weddings.
9. Adequate precautions should be taken to prevent candle drippings on carpet and furnishings or fixtures. Florists, or others decorators, are responsible for removing candle drippings from carpet and furnishings immediately following the ceremony. **ONLY** Dripless candles are to be used in candelabra and candlesticks. Care must be taken to protect the altar coverings from candle wax. Plastic must be placed under the candelabra to protect the carpet. Candles are to be snuffed immediately after the ceremony.

Wedding Photography/Videography

1. Photographs are a treasured possession, and the minister will be glad to cooperate so that photographs may be made. Photographers must not interfere with or intrude upon the worship experience of the congregation during the wedding. To that end, photographers will **not** be permitted in the chancel area or the front or side areas of the sanctuary during the ceremony. The photographer may take photographs from the balcony during the ceremony and from the front door for the recessional **only**. Flash photographs are not permitted during the ceremony. Photographs which require additional lighting or special equipment will be permitted **after** the wedding ceremony.
2. It is respectfully requested that any photographs requiring the minister be made first.
3. Trenholm Road United Methodist Church televises the Sunday morning service. Therefore, the sanctuary is set up and has the equipment for professional video recording. A professional video recording of each wedding is available through the church for a fee established by the church (when contracted for in advance). Professional videographers will be permitted in the **balcony ONLY**.
4. **It is the responsibility of the bride or groom to give a copy of these policies to the photographer.**

Other Considerations

1. **Dining Room Policy:** The church parlor and dining room are available for small receptions (100-150 guests). Arrangements should be made at the same time the reservation is made for the wedding. The food service director may be contracted with to provide refreshments for the reception for a fee to be established by the food service director. Otherwise, the food service director must approve any caterer to be used and a member of the kitchen staff must be present during any event which involves the use of the church dining room or kitchen facilities. Decorations, refreshments, etc., are entirely the responsibility of the host. Any decorations or equipment used for the reception must be removed immediately after the reception. The use of the dining room or parlor does involve an additional fee.
2. Hymnals and pew Bibles are not to be removed or used as padding or elevation.
3. **No alcoholic beverages will be allowed on the premises of Trenholm Road United Methodist Church.**
4. Smoking is prohibited anywhere in the church facilities and on the grounds.
5. Balloons are not to be used anywhere on the church property with the exception of the dining room if it is being used for the reception.
6. Tacks, nails, scotch tape, and glue are prohibited.
7. Rice or confetti is not to be used outside the church. Birdseed may be used in lieu of rice.
8. Bride and attendants may dress at the church. Rooms should be reserved in advance for dressing.
9. The church is not responsible for personal property, valuables, or articles of clothing that belong to the wedding party or anyone associated with the wedding.

FEE SCHEDULE

Nonmembers

Facilities and Personnel

a. Use of sanctuary	\$350.00
b. Custodian	\$200.00
c. Wedding Director	\$300.00
d. Organist	\$300.00
e. Minister Fee	\$275.00
f. Use of facilities for reception	\$200.00
g. Wedding Video	\$300.00
h. *Additional Kitchen Personnel	
(*required for non-TRUMC catered events)	\$50 <u>minimum</u>
<u>(Actual cost to be determined by TRUMC kitchen staff based on event specifics.)</u>	
i. Dining Room Custodian	\$150.00

Members

Facilities and Personnel

a. Use of sanctuary	None
b. Custodian	\$150.00
c. Wedding Director	\$250.00
d. Organist	\$250.00
e. Minister Fee	None
f. Use of facilities for reception	\$75.00
g. Wedding Video	\$300.00
h. *Additional Kitchen Personnel	
(*required for non-TRUMC catered events)	\$50 <u>minimum</u>
<u>(Actual cost to be determined by TRUMC kitchen staff based on event specifics.)</u>	
i. Dining Room Custodian	\$75.00

- ◆ Fees for broken, damaged, or lost furnishings and equipment will be determined by the Board of Trustees, and will be billed by the church office to the bride and groom.
- ◆ The minister will use his/her discretion regarding fees in extenuating circumstances.
- ◆ Checks should be made payable to TRENHOLM ROAD UMC. One half of all applicable fees is required at the reservation time for all nonmember weddings. The balance of those fees and the fees for members are due **no later than two weeks prior to the wedding date.**
- ◆ A person must be a member of Trenholm Road United Methodist church for a minimum of six months prior to the wedding before the fees are waived.
- ◆ The wedding information form and video request form (at the back of this booklet) should be completed and returned to the minister’s secretary as soon as possible. This information must be in the church office no later than two weeks prior to the wedding date.
- ◆ Persons planning for a wedding should consult with the minister regarding any information not covered in this booklet.
- ◆ **THERE WILL BE NO EXCEPTIONS TO THIS POLICY UNDER ANY CIRCUMSTANCES!**

We, _____, understand fully all fees and policies set forth in this wedding booklet by Trenholm Road United Methodist Church. By our signature, we agree to abide by these regulations and fees including any penalties due to damaged furnishings, equipment, or property as a result of non-compliance with these policies or carelessness of any kind.

Signed: _____ and _____

Minister: _____ Date: _____