

# **Planning Your Wedding**

at

**Saint Matthew  
United Methodist Church**

**For Members**

701 Cleveland Street  
Greenville, South Carolina  
29601-4410

Telephone: (864) 242-1966

## Contents

To the Bride and Groom	2
Planning For Your Wedding	2
Who May Use Saint Matthew United Methodist Church Facilities for Weddings	2
Selecting Officiating and Participating Clergy	2
Premarital Counseling	3
Music	3
Decorations	3
The Wedding Committee	4
Receptions	4
Photography	4
Sound Equipment and Audio Taping	4
Nursery Policy	5
Building Policy	5
Checklist	6
Additional Materials	7-12
Wedding Information Form	
Guidelines for Floral Decorations	
Guidelines for Photographer	
Fee Schedules	

### Important Contacts:

Saint Matthew United Methodist Church	(864) 242-1966
Betty Shull: Wedding Coordinator	(864) 281-9560
Sam Taylor: Organist	(864) 288-2353

## To The Bride and Groom:

The members and ministry team of Saint Matthew United Methodist Church are happy that you have chosen to be married in our church. We want to help in every way to make your wedding a significant and joyous occasion. The Senior Pastor and the Wedding Committee have tried, in this booklet, to anticipate your questions and to provide guidance for you. We hope you will find it helpful as you prepare for this significant event.

A Christian Wedding Ceremony is a service of worship, and those who are invited to share in this event are not spectators but worshippers.

### Planning for Your Wedding

As early as possible, you should contact the Senior Pastor and the Church Office to assure the availability of the Pastor and the church facilities. It is recommended that the date for the wedding be set at least three months in advance of the event so that counseling sessions may be planned with the Pastor.

No wedding shall be performed in the Church Sanctuary on the weekends of Palm Sunday or Easter. Weddings during the Christmas season must conform to the fittings already established in the sanctuary. Because of difficulties in securing adequate help, other dates that should be avoided are: New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Weddings scheduled on the same day must have a lapse of six hours between the ending of the first ceremony and the beginning of the second one.

### Who May Use Saint Matthew United Methodist Church Facilities for Weddings?

The Church is open to members for the Sacrament of Marriage. Any deviation from this policy requires the agreement of the Senior Pastor and the Wedding Committee Coordinator.

*A member* is defined as:

either Bride, Groom, Parents, or Grandparents of either party who is a member and who is actively and regularly attending St. Matthew United Methodist Church and supporting the Church in prayer, presence, gifts and services.

There is no charge **to members** for use of the Church facilities. If an exception is made for a non-member, a separate fee schedule will be applied. Fees are expected to be paid to each professional and delivered to the church office two weeks prior to the ceremony. Checks will be distributed by the Wedding Director. The customary fee to the Wedding Committee, the Organist, the Custodian, and Sound & Audio Technician are detailed on page 12.

### Selecting Officiating and Participating Clergy

The Senior Pastor of Saint Matthew United Methodist Church considers it a privilege to perform marriage ceremonies for members of our church. There is no pre-determined fee for the Pastor's services covering the process of premarital counseling, rehearsal and wedding ceremony for members. If the ceremony is off campus, expenses for the Senior Pastor are to be paid by the couple. Suggested fees are found on page 12.

While it is customary to have the Pastor of this church officiate in the marriage ceremony, some couples may wish to have another Pastor participate. An ordained minister from another church is welcome to officiate or participate, but the invitation to a guest minister must be extended by Saint Matthew United Methodist Church's Senior Pastor. Because our Ministry Team is comprised of other ordained clergy and retired clergy, at the Sr. Pastor's request, other ministry team members may be asked to officiate should the Senior Pastor be unavailable.

If a Member requests another minister to officiate, other than our Senior Pastor, that will be dealt with on a case by case basis, depending on the denomination of the guest minister, whether he has ever served or attended St. Matthew, United Methodist Church etc. This will be determined at the discretion of our Senior Pastor.

If the Senior Pastor and spouse/guest are to be invited to any of the social functions associated with the wedding, invitations should be extended well in advance of the date of the event.

## Premarital Counseling

Premarital counseling by our Sr. Pastor or by referral, by another qualified counselor, is required of all couples who are married here. The first session takes place as soon as possible after the wedding date has been determined, with the other appointments to be arranged with the Pastor or counselor involved. All counseling sessions must be completed prior to the wedding. At least 3 sessions will be required. A letter of referral by another pastor or counselor may be accepted.

## Music

Music is an integral part of the wedding ceremony. Therefore, careful attention should be given to the type of music used. Selections are to be conducive to the spirit of worship and in keeping with basic religious foundations. Specifically, secular music should be avoided. All music must be approved by either the church organist or the choir director. No pre-recorded music is allowed.

## Decorations

The following quotation is taken from the "*Manual, Methodist Altars.*"

*"The Church should be made as festive and beautiful as it is possible to make it, but it should keep the atmosphere of a church -- a House of Worship. It should be remembered that a wedding is a service of worship and consecration -- a religious ceremony. The bride-to-be has a wide range of choices as to the kind of weddings she will have. It may be a civil ceremony, or she may plan a home wedding with a sacred and impressive service, or she may choose to be married in a garden surrounded by beautiful flowers. But if she decides to be married at the altar of the church, then certainly no attempt should be made to change the church into a garden scene or move the furniture out to make room for an elaborate floral display."*

Additional Guidelines:

1. Decorations should be simple and carefully placed so as not to hide the pulpit, lectern, or altar table. As in all church decorating, everything should direct attention to the altar table.
2. No decorations other than an appropriate floral arrangement may be used on the altar table. The arrangement should be simply and tastefully done. Artificial flowers or greenery may not be used.
3. The altar candles are not to be decorated in any manner. The altar candles are provided by the church. If candelabra are used elsewhere, dripless candles must be used, and the candelabra must be lower than the candles on the altar table. Note: Two 7-branch candelabra stands are available, if needed.
4. Kneeling benches are available for use, but are not to be decorated in any way. Wedding kneelers are available for use.
5. No furnishings may be moved or used as stands or resting places for floral arrangements, candles, etc.
6. Thumb tacks, tape, or wire may not be used on any furnishings.
7. Decorations must be removed immediately after the wedding.

Some couples choose to leave the altar flowers for the church's use. This is certainly not required but is always appreciated. If you decide to give the flowers to the church, sufficient notice should be given to the Church Office for proper recognition in the Sunday bulletin.

## The Wedding Committee

The Senior Pastor, or designated clergy, is in charge of all rehearsals and weddings. A Director from the Wedding Committee is required for all weddings performed in the Church.

If a Bridal Consultant, Florist, or someone other than the Pastor is to help plan the wedding, this person must consult with the Pastor and the Wedding Coordinator prior to Rehearsal in order to learn accepted procedures. **A member of the Wedding Committee is required to direct the Rehearsal and the Wedding.**

## **Reception**

If you choose to have your Reception in our building, the facilities should be reserved as early as possible. You may use the Reception Room or Fellowship Hall for small groups. Large gatherings will require the Family Life Center Gymnasium.

Those persons preparing the Wedding Reception are responsible for the cleaning of the rooms that are used. This is not a service included in the custodial duties. (See Building Policies).

## **Photography**

In all instances it is important to remember that the Wedding Ceremony is a worship service. Families will naturally want the occasion recorded in photos, but under no circumstances should the integrity of the service be compromised. Therefore, it is the bride's responsibility to see that all photographers, family and friends follow these guidelines so that the wedding ceremony proceeds with dignity and in the spirit of worship.

### **No flash pictures are allowed to be taken during the ceremony.**

The ceremony begins when the chimes are sounded and ends when the bride and groom enter the Narthex.

No pictures are to be taken from inside the sanctuary at any time during the ceremony. Timed-exposure photographs may be made during the ceremony **if they are made from the balcony.**

Groomsmen and Ushers need to be free to usher at least 45 minutes before the wedding begins. Photographers should make their plans accordingly. Photography time after the ceremony should be limited to thirty minutes. Any photographs that include the Pastor should be taken first. The photographer may take pictures before and after the ceremony in other parts of the building, if desired.

The Photographer for the wedding must sign the attached Wedding Photography Policy and return it to the Church Office no later than one month prior to the wedding. All aspects of the Photography Policy must be followed; failure to follow policy will result in the photographer being barred from future wedding photography at Saint Matthew United Methodist Church.

## **Sound Equipment and Audio Taping**

Sound amplification and audio recording on cassette tape/cd are available in our Church. These services need to be arranged through the Wedding Committee. Only trained persons are permitted to use the equipment.

If you wish to have the Ceremony video recorded, you should clear this with the Wedding Coordinator and Senior Pastor. This service is not provided by the church. All video taping shall be done from the balcony to protect the integrity of the service.

Payment for these services are to be made directly to the person performing this service on the evening of the Wedding Rehearsal. The Church Office is not responsible for making this payment.

## **Nursery Policy**

We are glad to have the Nursery available during your wedding. However, persons selected to work in the Nursery must be Saint Matthew United Methodist Church nursery workers, and are to be contacted and paid directly by the Bride. The Church Office will provide a list of nursery workers to contact. Refer to Fee Schedule. There must be one nursery worker for every five children. The Fee Schedule is for a minimum of two hours. Each additional one-half hour is \$10.00 per worker. Checks must be payable to each individual worker.

## Building Policies

Please keep in mind the following Building Policies:

1. Someone from the Custodial Staff must be present at all times. The Church will be opened no more than four hours prior to the time of the wedding for decorating, photography, etc. If it is necessary for the Church to be opened more than four hours in advance, a fee of \$10.00 per hour will be charged for the services of the Custodian.
2. The Church is not responsible for items lost, stolen, or damaged before, during or following the Rehearsal, Wedding, or Reception.
3. Smoking is not permitted in any part of the Church.
4. No alcoholic beverages or controlled substances in any form may be served or used on the Church premises.
5. No person under the influence of alcohol or any controlled substances will be permitted to participate in the wedding.
6. No rice can be used inside or outside the building. If birdseed is used, it must be distributed and used outside the building.
7. It is the responsibility of the Florist and Caterer to clean up after the Reception. The Custodian's fee pays for having the building clean and open at the proper time and a general cleaning after the events are over. The fee does not include washing dishes, removing decorations, trash and/or garbage.
8. All guidelines concerning photography, recordings, decorations, etc. listed in this booklet must be followed exactly.

***It is the Bridal couple's responsibility to see that the Photographer, Caterer, Florist, Wedding Party, and Guests abide by these Church policies.***

## Checklist

### HAVE YOU:

- Contacted the Church Office to schedule the wedding date and time?
- Contacted the Church Office to schedule the rehearsal?
- Reserved the Sanctuary or Chapel?
- Confirmed that the Senior Pastor is available?
- Confirmed the dates with the Organist and Soloist?
- Scheduled the premarital counseling sessions?
- Returned the Information Sheet to the Church's Wedding Coordinator?
- Paid all fees to the Church Office?
- Selected a Florist and scheduled the time the Church is to be decorated?
- Selected a Photographer and discussed the Church's guidelines and restrictions?
- Contacted the Sound and Audio Committee regarding amplification and/or audio recording?
- Asked someone to video record the Wedding and had the procedures approved by the Wedding Coordinator?
- Reserved a room for the Reception?
- Selected and confirmed the date with the Caterer?
- Paid the Organist, the Sound/Audio Technician, the Wedding Committee, the Custodian and the Senior Pastor and/or the officiating clergy for their services?
- Secured a Marriage License?
- Discussed the music for your wedding with the Church Organist?

# Wedding Information Form

*(Fill out and return to the Wedding Director eight weeks prior to wedding date)*



## Wedding Information

**Bride's Full Name:** \_\_\_\_\_

Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Groom's Full Name:** \_\_\_\_\_

Home Number : \_\_\_\_\_

Work Number : \_\_\_\_\_

Address: \_\_\_\_\_

### **Couple's New Address and Phone Number after the Wedding:**

Home Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the member of Saint Matthew United Methodist Church? Bride-to-be \_\_\_\_\_

Groom-to-be \_\_\_\_\_ Bride's Parents \_\_\_\_\_ Groom's Parents \_\_\_\_\_

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

Will the Wedding be in the Sanctuary or Chapel? \_\_\_\_\_

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

Officiating Clergy: \_\_\_\_\_ Organist: \_\_\_\_\_

Soloist or Other Musicians: \_\_\_\_\_

Number of Attendants:

Bridesmaids: \_\_\_\_\_ Groomsmen: \_\_\_\_\_ Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

When will the Church be decorated? \_\_\_\_\_

Do you plan to leave the flowers for the Church? \_\_\_\_\_ If so, what information should be included in the bulletin?



(Be specific) \_\_\_\_\_

Do you plan to have the Ceremony video recorded? Circle one: YES NO

Who will do the video recording? (Name & Phone Number) \_\_\_\_\_

Name of Photographer (still): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you wish to use the Church facilities for the Rehearsal dinner? Circle one: YES NO

If you are having your Reception at the Church, please complete the following:

Name of Caterer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you wish to have a Wedding Invitation or announcement printed in the Church bulletin or newsletter? \_\_\_\_\_

If so, please provide an invitation, or attach the announcement as you wish it to appear.

Date invitation should be published: \_\_\_\_\_ Date announcement should be published: \_\_\_\_\_

## **Note to Bride and Groom**

The Wedding Committee Coordinator will contact you and set up a time for you to meet with a member of the Wedding Committee who is your Wedding Director approximately eight weeks in advance of the wedding. Feel free to call anytime you have questions.

## Guidelines for Floral Decorations for Saint Matthew United Methodist Church

*Please read the statement below, then sign and return to the Church.*

The following quotation is taken from the "**Manual, Methodist Altars.**"

*"The Church should be made as festive and beautiful as it is possible to make it, but it should keep the atmosphere of a church--a House of Worship. It should be remembered that a wedding is a service of worship and consecration--a religious ceremony. The bride-to-be has a wide range of choices as to the kind of wedding she will have. If she decides to be married at the altar of the church, then certainly no attempt should be made to change the church into a garden scene or move the furniture out to make room for an elaborate floral display."*

In addition to following the guidelines mentioned above, Florists must adhere to these additional specific guidelines:

- Decorations should be simple and carefully placed so as not to hide the pulpit, lectern, or altar table. As in all Church decorating, everything should direct attention to the altar.
- No decorations other than an appropriate floral arrangement can be used on the altar table. The arrangement should be simply and tastefully done. Artificial flowers or greenery may not be used.
- Altar candles are not to be decorated in any manner. The altar candles can be used only with candles provided by the church. If candelabra are used elsewhere, they should be lower than the candles on altar.
- Should there be additional candles, metal tapers must be used. The florist is responsible for providing the metal tapers. Candles and greenery may be used on the windowsills of the Sanctuary, but candles must be enclosed inside glass globes (which the church provides) and the arrangement must have a protective pad beneath it.
- No furnishings may be moved or used as stands or resting places for floral arrangements, candles, etc.
- Thumb tacks, tape, or wire may not be used on any furnishings.
- Decorations should be removed immediately after the wedding.
- A kneeling bench is available for use, but it is not to be decorated in any way.
- All decorations, candle stands, etc. must be removed immediately following the Wedding. Under no circumstances will Saint Matthew United Methodist Church be held responsible for any equipment, decorations, stands, or other items that are left in the church. Leave the facilities as found.

*I have read the policy outlined above. I understand that if I, or a member of my staff, do not abide by this policy, I may be prohibited from handling floral arrangements for other weddings at Saint Matthew United Methodist Church.*

Signed: \_\_\_\_\_ (Florist)      For the Wedding of: \_\_\_\_\_  
Date: \_\_\_\_\_                                      To be held on: \_\_\_\_\_

*I copy return to Church I copy to Florist*

## Wedding Photography Policy for Saint Matthew United Methodist Church

- PURPOSE:** The purpose of this document is to inform you of the policies you are expected to abide by when you are taking pictures at Weddings at Saint Matthew United Methodist Church.
- SIGN AND RETURN:** In order for you to take photographs of a Wedding at Saint Matthew United Methodist Church, you must sign a copy of this policy and return it to the Church Office one month prior to the wedding.
- GROOMSMEN:** The Groomsmen and Ushers need to be free to usher at least 45 minutes before the Wedding begins. Make your photography plans accordingly.
- OUTSIDE PICTURES:** Plan to be finished with outside photography at least 45 minutes before the Wedding begins.
- FLASH PHOTOGRAPHY:** You may not take any flash pictures during the Ceremony begins when the chimes are sounded and ends when the Groom enter the Narthex.
- PICTURES DURING THE CEREMONY:** During the Ceremony, you may take time exposure photographs from the Narthex or Balcony. You may not take photographs at any time from inside the Sanctuary during the Ceremony.
- TIME AFTER CEREMOY** Limit photography after the Ceremony to 30 minutes. (Photographs that include the Pastor should be taken first).
- VIDEO TAPING:** You may video tape from the Balcony only.
- ADDITIONAL INFORMATION:** If you need clarification on the policies of Saint Matthew United Methodist Church, please contact the Wedding Coordinator through the Church Office.
- SIGNATURE:** Please read the statement below, then sign and date one copy. Return one copy to the Wedding Coordinator (c/o Church Office) and keep the other for your files.

*I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from photographing other Weddings at Saint Matthew United Methodist Church.*

For the wedding of \_\_\_\_\_ To be held on \_\_\_\_\_

Signed: \_\_\_\_\_

Studio: \_\_\_\_\_

Date: \_\_\_\_\_

*I copy return to church I copy for photographers*

## Member Fee Schedule

Fill make checks payable to each individual and delivered to the Church office two weeks prior to the service.

### SERVICE/FACILITY

### COST

Use of Facility:

Sanctuary (including reception room)	\$ no charge
Chapel	\$ no charge
Fellowship Hall (including kitchen)	\$ no charge
Family Life Center: (including kitchen)	\$ no charge

### PROFESSIONAL SERVICES

Senior Pastor	Honorarium –\$ 250.00 (suggested)
Organist (Consultation, Rehearsal, Wedding)	\$ <u>200.00</u> (with Rehearsal)
Wedding Committee	\$ 100.00 _____
Sound & Audio Technician included	\$ 50.00 _____ (audio CD)
Custodian's Fees:	
Wedding & Rehearsal Only (noReception involved)	\$ 150.00 _____
Placement & Removal of additional chairs	\$ 75.00 _____
Wedding & Reception (Parlor, Fellowship Hall)	\$ 175.00 _____
Fee for Early Opening (\$10.00/hour)	
Nursery fee for one worker per hour (up to 5 children – 2 hr. minimum)	\$ 35.00 _____
Each additional worker per 5 children Per hour – 2 hr. minimum	\$ 35.00 _____

Fees payable directly to each nursery worker.

**TOTAL:** \$ \_\_\_\_\_

***PLEASE NOTE:** The checks for professional services should be in the Church Office two weeks prior to the wedding. . The Wedding Director will distribute the checks to each individual. The church is NOT responsible for making payments to these peoples. Costs are listed for informational purposes only.*

Bride's Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

For Office Use:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## Organist Fees

The current Organist at St. Matthew has first right of refusal. If he/she agrees to a guest organist for whatever reason, the following guidelines must be adhered to:

1. The guest organist must audition and be approved by our organist.
2. All music must be presented in writing (this includes music by musicians other than an organist) and approved and signed by our organist.
3. An approved and signed list must be provided to the wedding coordinator.
4. Compensation for our organist for this service is \$100.00 payable at the time of the audition/consultation.

### BASE FEE:

### COST

The base fee for a Wedding at Saint Matthew United Methodist Church	\$200.00
The base fee for a Wedding at an establishment other than Saint Matthew United Methodist Church (long distance mileage @ .36 cents is not included)	\$300.00

The base fee includes:

- One conference with the Bride and Groom to select music
- Wedding Rehearsal
- The actual Wedding Ceremony

This fee **does not** include:

- Practice time with any other musicians

### Other Fees:

Rehearsal fee	\$50.00
Any one soloist or instrumentalist	\$50.00 (each)
Any performer in an ensemble (i.e. a string quartet has four members = 4 @ \$50.00)	\$50.00

### Optional Fees:

Upon request, the Organist at St. Matthew is available to play piano music during the reception.  
**(\$60.00 per hour)**

# Saint Matthew United Methodist Church

701 Cleveland Street

Greenville, South Carolina 29601