



Wedding Handbook

Bethel

UNITED METHODIST CHURCH

57 Pitt Street
Charleston, SC 29401

THE WEDDING

The fact that you wish to be married in Bethel Church indicates your desire for a Christian service. The order of the service shall follow the approved ritual of the United Methodist Church. The Service of Christian Marriage can be found on page 864 of the United Methodist Hymnal. Those who are a part of your wedding are not simply spectators or witnesses. They are participants and worshipers. This includes those who are in the wedding party, as well as your families and guests who come before the altar of the church to celebrate this experience with you.

A celebration of Communion is an optional part of the service and can be arranged through the pastor and the Chancel Guild.

MINISTER

- It is the policy of Bethel United Methodist Church for one of the ministers to be in charge of any wedding in this church although another minister may assist, provided the minister in charge is consulted. A note from the senior minister of Bethel is required for any visiting clergy.
- As soon as the date is confirmed on the church calendar and with the officiating minister, the bride and groom are asked to consult the minister in charge regarding a pre-marital conference (conferences). They believe that the first session should be scheduled as near as possible to the beginning of the engagement, and that there would be one or more additional sessions.
- Normally, the pastor who officiates at the wedding will lead the pre-marital counseling. If, however, for reasons of distance and circumstance, this is not possible, another person, whose qualifications and skills the presiding minister recognizes, may be called upon.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
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Minister's Fee.....	*	\$ 300.00
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* The minister's fee for member weddings is left to the discretion of the bride and groom.

THE MARRIAGE LICENSE

- The marriage license must be secured at the County Court House in the office of the Probate Court. It should be brought to the church at the rehearsal and given to the presiding minister. ***No wedding will be performed without a license.*** On the date of the wedding, the presiding minister will have the license signed by the bride and groom.

ORGANIST

- Once the date of the wedding is placed on the church calendar, the Director of Music/ Organist should be contacted and an appointment made to discuss the music for the ceremony.
- Sacred music selected for this service shall be that which is considered appropriate to the traditions of this parish and the United Methodist Church. Secular love songs, ballads, etc. are not appropriate for the ceremony nor is music in the gospel, contemporary, or folk rock tradition.
- All music selected is subject to the approval of the Director of Music in consultation with the pastor.
- *No recorded music may be used.* Congregational singing is appropriate at a wedding, enabling the assembled worshipers to participate in the service more fully.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Organist	\$ 250.00	\$ 350.00
	Includes one consultation & playing at rehearsal and wedding	

WEDDING DIRECTORS (Chancel Guild)

- A member of the Church Chancel Guild will consult with the bride no later than two weeks before the wedding regarding rehearsal and ceremony procedures in our church, and will direct your wedding. No outside professional director is necessary.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Chancel Guild Fee.....	\$ 200.00	\$ 200.00

SEXTON

- The sexton will ensure that the church is open, lights are on, heating/air conditioning on one (1) hour before the rehearsal and two (2) hours before the wedding.
- The sexton will remain in the Fellowship/Church office for security reasons and will be available as needed.
- An additional \$25.00/hour charge for the sexton may be incurred if additional set-up or clean up time is required in conjunction with rehearsal, wedding, or reception needs.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Sexton	\$ 200.00	\$ 200.00

NURSERY USAGE

- Nursery arrangements can be made for a minimum fee of \$50.00. Contact the church office for additional information.

SCHEDULING OF THE FACILITIES

- Reservations for the use of the church facilities should be made through the Administrative Office with the approval of pastors and trustees.
- The wedding date of a *non-member* will be secure for the period of six months prior to the wedding with receipt of the required deposit. Should a Bethel UMC member request the same date and time more than six months prior to the non-member's requested date, the member's request will have priority.
- Weddings and rehearsals will not be scheduled for the following holidays: New Year's Eve, New Year's Day, Holy Week (the week before Easter), Christmas Eve and Christmas Day.
- Pre-marital counseling or music consultations will not be scheduled for the following holidays: New Year's Eve, New Year's Day, Holy Week (the week before Easter), Christmas Eve and Christmas Day.
- Weddings on the same day will be scheduled four (4) hours apart. This enables the church staff to properly prepare the building(s) for each wedding, and gives each wedding party ample preparation time.
- *The church facilities will be open two (2) hours prior to the ceremony.*
- All articles of clothing and items of personal property are to be removed immediately after the ceremony. Bethel Church cannot assume responsibility for any items of personal property prior to, during, or following the ceremony.

AVAILABLE FACILITIES:

Weddings	Sanctuary	Seats @ 500
	Chapel	Seats @ 100
Receptions	Fellowship Hall	@ 250 Standing / 125 Seated
	Church Parlor	25 Standing

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Fees:		
Sanctuary	- 0 -	\$ 1500.00
Chapel	- 0 -	\$ 250.00
Chapel (with no rehearsal)	- 0 -	\$ 100.00
Fellowship Hall	- 0 -	\$ 75.00
Church Parlor	- 0 -	\$ 50.00

To qualify for no rental fee for use of buildings, the bride, groom or their parents, must be active members and have been on the membership rolls of Bethel Church for one year prior to application.

NON-REFUNDABLE SECURITY DEPOSIT

- Non-members are required to complete the wedding application and submit a deposit of \$500.00 to secure their desired date on the Bethel wedding calendar. If application is done on-line, the date will be secure when deposit is received.
- Members are required to submit a deposit of \$250.00 to secure their desired date.
- If a wedding is cancelled, the security deposit will be forfeited. This includes non-members and members. All other deposits will be applied to the final bill.

FINAL PAYMENTS

- Final payments must be made thirty days PRIOR to the rehearsal date. Checks should be made payable to Bethel UMC for the total amount and individual payments will be

PHOTOGRAPHS

- ***No flash photography will be taken inside the church during the ceremony.***
- A photograph of the bride and her father may be taken in the Narthex as they arrive and a photograph of the bride and groom as they leave the church following the ceremony.
- Photographers should refrain from distracting movement during the ceremony.
- The bridal party may return to the church after the ceremony for as many pictures as they wish.
- It is important that the bride and groom tell their friends that *no picture taking is allowed in the sanctuary*. The wedding director reserves the right to restrict any photographer who does not abide by the church's policy. The wedding director will contact the photographer to insure he/she understands the rules.

DECORATIONS

The following regulations are given to preserve the proper atmosphere of the church and to safeguard the furnishings.

- No pew or regular furniture, with the exception of the pulpit chairs, may be moved. Under no circumstances will the pulpit, communion table, the bible, cross, or candelabra be moved.
- Within the Chancel proper, there should be no decorations *except* Altar candles and if desired the two (2) 7-branched candelabra (furnished by the church) and two (2) vases of flowers on each side of the Altar. These flowers will in no way hide or overshadow the Cross. These church vases are not to be removed from the building; however, if approved, may be used in the reception area after the wedding.
- No decorations may be used on the pulpit stand or on the Communion table.

- No decorations are permitted which conflict in any way with city fire ordinances. Only
- Bethel's candelabras may be used and Bethel will supply all candles used for the wedding. Absolutely nothing shall be attached to any of the brass candelabra. No nails, tacks, wire, gummed or scotch tape, or thorny vines or evergreens, may be put in or on the walls, woodwork, columns, pews, chancel rail, furniture, or choir rail of the church building or any other building.
- All wedding decorations whether in the sanctuary or elsewhere, must be done under the supervision of and with the approval of a representative of the Chancel Guild. The florist/decorator must contact the Guild representative concerning the time desired for decoration. The bride must also inform the florist/decorator of rules for the floral decorations.
- The sanctuary is carpeted, making any type of aisle cloth unnecessary. If desired for evening weddings, the church will place a white candle encased in a clear glass globe in each of the side windows. Only church supplied equipment may be used in the windows.
- Additional decoration such as greenery in the windows is the responsibility of the bride or her florist.
- All decorations should be removed from the sanctuary immediately after the wedding unless special permission is sought, and granted, to postpone removal and cleaning until the following day.
- If the couple desires to leave the altar flowers for the following day's worship service, this should be cleared well in advance with the church secretary so that proper recognition may be given in the church bulletin.

OTHER REGULATIONS

- No alcoholic beverages are allowed on church property at any time. The minister has complete authority to cancel a wedding at the last moment for any deviation from this rule.
- No rice may be thrown in the church, chapel, or on the grounds.
- Smoking is not permitted.

BETHEL UMC CHURCH STAFF

John Wesley Hipp, Senior Minister
 Marvin Grooms, Program Coordinator
 Connie Hodges, Membership Secretary
 Sexton, Michael Tyrrell

Gregory H. Jones, Organist/Choir Director
 Jackie Bear, Church Administrator
 Lindy Hoel, Nursery Coordinator

57 Pitt Street
 Charleston, SC 29401
 bethelcharleston.com

843-723-4587
 843-723-5172
 bumc@bellsouth.net

Rehearsal _____ Wedding _____ Bride's Name _____
Minister _____ Organist _____ Groom's Name _____
Date of Wedding _____ Deposit Received _____

BETHEL WEDDING APPLICATION

Name of Bride _____ Bethel Member Yes No

Address _____

Home phone _____ Cell phone _____

Email _____

Name of Groom _____ Bethel Member Yes No

Address _____

Home phone _____ Cell phone _____

Email _____

Facilities Requested: Sanctuary ___ Chapel ___ Parlor ___ Additional dressing rooms ___
(Please see pricing under Available Facilities in Handbook)

Number in Wedding Party: Maid of Honor ___ Bridesmaids ___ Groomsmen ___ Ushers ___

Assistants for ceremony: Acolyte ___ Crucifer ___ Banner Bearer ___ *(\$25.00 each)*

Number of guests expected: _____

Enhancements: Hurricane Shades ___ Unity Candle ___ *(no charge)*

Name of Florist _____ Phone _____

Name of Photographer _____ Phone _____

Name of additional musicians _____

Primary Contact _____

Address _____

Phone _____ Cell phone _____

Email _____