

## **Bethel UMC Office Wedding Checklist**

Full Name of Bride \_\_\_\_\_

Name She Goes by: \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Full Name of Groom \_\_\_\_\_

Name He Goes by: \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

Date and Time of Rehearsal \_\_\_\_\_

Date and Time of the Wedding \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Relationship to Bridal Couple: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email address: \_\_\_\_\_

## BETHEL UNITED METHODIST CHURCH WEDDING POLICY

A Church wedding is a religious ceremony and an occasion of worship, and it should be so understood by all who participate in it. The pastor and staff of Bethel are here to serve you and to see that your wedding service is a joyful, but solemn, occasion you will cherish for years to come. The following policies have been established by the Church to help you understand what the Church requires and expects of you, as well as what you can expect of the church.

### SERVICE

Because your wedding ceremony is a worship service in The United Methodist Church, we expect you to use one of the services found in The United Methodist Book of Worship. Slight modification may be made at the discretion of the pastor to tailor the service to meet your personal needs. The bride and groom are to sign the wedding licenses on the altar immediately following the service.

### SCHEDULING

The Wedding Coordinator of Bethel UMC is the only person authorized to reserve a wedding date on the church calendar, and then only after consultation with Bethel's pastor and after the required paperwork has been completed and the required fees have been paid in full.

Once the date has been reserved, Bethel's Wedding Coordinator, or her designee, will review this wedding policy with you and you will be required to acknowledge your agreement to its terms by signing the form at the end of this document. Non-members must be sponsored by a church member who, by signing the form, also agrees to abide by the church's policies.

Members are encouraged to use the services of Bethel's Wedding Coordinator, or her designee, but are free to select another wedding director subject to her approval. If the services of another director are used, that person will be furnished a copy of these policies and will be expected to strictly abide by them. **Bethel's Wedding Coordinator, Mrs. Beth Smoak, can be contacted at 843-893-6231.**

Reserving a date on the church calendar will be made on a first-come, first-served basis, meaning the first party to complete the required paperwork and pay all required fees. Non-members, however, cannot reserve the church more than six months prior to the wedding date. No weddings should be scheduled during Holy Week, on Christmas Eve, or on Christmas Day.

If the services of a pastor other than Bethel's minister are desired, permission must be granted by the pastor of Bethel. It is his/her prerogative to extend an invitation to the other clergy person.

The pastor in charge, or his designee, will meet with the wedding party for the rehearsal, preparing them for the wedding service. It is customary for the groom to give the pastor, or pastors, an appropriate honorarium. In the case of non-members, a fee for services may be set by the pastor(s).

Florists, caterers, wedding directors, etc., who need access to church buildings, must make prior arrangements with the church secretary. These persons may either come to the church office during office hours, or use a key checked out to them by the church secretary. Any and all keys checked out by the wedding party must be returned to the church office before the security deposit will be refunded.

### **RECEPTION**

The Fellowship Hall may be reserved as a reception site if either the bride or groom is a member of Bethel, or if either of them has a parent who is a member. The Fellowship Hall may not be reserved by non-members as a reception site unless either the bride or groom has a parent who is a member of Bethel, or unless an exception is granted by the Bethel Board of Trustees. In order to avoid scheduling conflicts, reserving the Fellowship Hall should be made at the same time the sanctuary is reserved.

Alcoholic beverages and tobacco products are not allowed on the premises under any circumstances.

If the kitchen is used, caterers must provide their own equipment and supplies and be responsible for clean up afterwards. Failure to leave the kitchen in the condition it was in before its use by the wedding party will result in the withholding of the security deposit, until it is properly cleaned.





## **PARAMENTS AND DECORATIONS**

The Paraments that adorn the pulpit and communion table may be either the current seasonal color or white.

For weddings held on Saturday, all decorations must be removed immediately after the wedding, including the flowers, unless they are to be donated to Bethel for the Sunday worship services. Please notify the church secretary in advance if you wish to donate your flowers.

The church suggests simplicity, with a minimum of decorations. All floral and other decorations must be kept in accord with the decor of the church to prevent detracting from the religious significance of the occasion. No decorations will be permitted which in any way conflict with city fire ordinances.

Church furniture may not be rearranged. **Under no circumstances** will altar appointments be moved, with the exception of the flower stands.

No nails, tacks, wire, gummed or scotch tape, or thorny vines may be used on walls, woodwork, pews, communion rail, furniture or choir screen.

Candles may be used only in approved candelabra, and must be securely placed so there is no danger of them falling out. A protective cover large enough to prevent candle wax from falling or splattering on the carpet must be placed beneath the candelabra. Non-drip candles must be used in all arrangements.

## **MUSIC**

Music, both instrumental and vocal, must be approved by the pastor, organist/pianist, and wedding director of Bethel United Methodist Church. If the services of an organist/pianist other than that of Bethel UMC are used, that person/persons must be approved by Bethel's organist.

## **PHOTOGRAPHY**

No flash photographs will be taken inside the church during the service. The Wedding Coordinator, along with the wedding party, is to inform family and friends of this policy. If desired, one photograph may be taken of the bride and groom at the back of the church as they leave. The bridal party may return after the ceremony for photographs. A video recording of the wedding is permissible, with approval of the wedding director and the pastor of Bethel UMC.

**MISCELLANEOUS**

For celebratory purposes, the use of rice is not permitted anywhere on the church premises. Bird seed is permitted outside the buildings only. No smoking or alcoholic beverages are permitted anywhere on the church property.

The bride and groom are to sign the wedding licenses on the altar immediately following the service.

I acknowledge that I have read and understand the terms and conditions as set forth in the church policy and agree to abide by them.

PARTICIPANTS:

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Bride

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Groom

SPONSOR (for non-members only):

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CHURCH COORDINATOR (or her designee):

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