



HEYWARD STREET

United Methodist Church

2501 Heyward Street
Columbia, SC 29205
www.heywardst.church

Church: (803) 771-4540

heywardst@umcsc.org

Congratulations!

Heyward Street UMC is happy to offer its facilities to couples who want a Christian wedding. Your wedding will be a meaningful and beautiful experience through which God will continue to enrich your life together. We look forward to assisting you with the planning and celebration of your wedding.

According to our *Book of Discipline*, in a Christian marriage, two people are being joined together in Christ. Marriage was ordained by God and blessed by our Lord Jesus Christ. God has established marriage as a relationship between a man and a woman expressed in love, mutual support, personal commitment, and shared fidelity from its consecration until death. We look upon marriage as a sacred, solemn covenant made between a man and woman in the presence of God, their families and friends, and the church.

In the church, a wedding ceremony is a worship service in which sacred vows are taken. Therefore, every aspect of a church wedding ceremony should be appropriate for a service of divine worship, and the precepts governing the conduct of worship will take precedence over social considerations. We understand that those present are an active congregation rather than simply passive witnesses. Our wedding policies and guidelines are written to bear witness that this is a Christian marriage.

We are honored to be part of this special event in your life and look forward to celebrating with you.

Grace and peace,

The Church Family of Heyward Street UMC

Connecting Christ and Community

WEDDING APPLICATION

Heyward Street United Methodist Church

Wedding Date and Time _____

Bride _____

Address _____

Phone _____

Email _____

Mother's Name _____ Phone no. _____

Father's Name _____ Phone no. _____

Groom _____

Address _____

Phone _____

Email _____

Mother's Name _____ Phone no. _____

Father's Name _____ Phone no. _____

Rehearsal Date and Time _____

Minister _____

Reception Venue, Date, and Time

Caterer, if reception at HSUMC _____ Phone No. _____

Florist _____ Phone No. _____

Photographer _____ Phone No. _____

Videographer _____ Phone No. _____

Wedding Director _____ Phone No. _____

FEE SCHEDULE

1. Nonrefundable Deposit to Hold Date (Applied to Sanctuary Fee)	\$ 300	\$ _____
2. Use of Sanctuary & First Floor & Services of Wedding Coordinator Wedding Coordinator (Church Liaison) (HSUMC requires couple to coordinate all wedding festivities hosted at church through our Wedding Coordinator. Fee includes one phone meeting prior to wedding, 1 hour rehearsal and 3 hour wedding. Additional meetings will be charged at a rate \$50 per hour.)	\$ 950	\$ _____
3. Sanctuary Custodian	\$200	\$ _____
4. Audio-Visual Technician (Includes 1 hour rehearsal & 3 hour wedding. Also includes live streaming of wedding.)	\$100	\$ _____
5. HSUMC Minister Fee (Includes 2 counseling sessions, 1 hour rehearsal & 3 hour wedding. See pg 5 #3)	\$200	\$ _____
6. Wedding Director (If couple does not have a wedding director, HSUMC requires one of our directors for the wedding. This fee is in addition to the Wedding Coordinator fee.)	\$300	\$ _____
7. Musicians/Organist/Soloist (Chosen by couple and approved by Wedding Coordinator)		\$ _____
8. Fellowship Hall for Reception	\$500	\$ _____
9. Fellowship Hall Custodian	\$200	\$ _____
10. Chapel (Maximum 15 attendees)	\$150	\$ _____

- ❖ Items 1-4 are required for weddings at HSUMC. Items 5-10 are services that are available. For example, a couple may choose a minister other than the HSUMC minister or may hire a wedding director other than HSUMC's director.
- ❖ We customarily waive the sanctuary fee for those who have been members for at least six months prior to the wedding or if the parents of the bride or groom are church members. Family members other than children of members will be charged sanctuary fee.
- ❖ The wedding application form and fee schedule should be completed and returned to the church secretary as soon as possible. This information must be in the church office no later than 30 days prior to the wedding date.
- ❖ Checks should be made payable to HEYWARD STREET UMC. \$300 deposit is due at the time of reservation of the wedding. The balance of fees is due **no later than 30 days prior to the wedding date. All fees are paid to HSUMC.**
- ❖ The minister will use his/her discretion regarding fees in extenuating circumstances.
- ❖ Fees for broken, damaged or lost furnishings and equipment or fees for excessive cleaning will be determined by the Board of Trustees, and will be billed by the church office to the bride and groom.
- ❖ Persons planning for a wedding should consult with the Wedding Coordinator regarding any information not covered in these guidelines.

This is a binding contract between the couple and Heyward St UMC. Any exemption must be cleared through the Wedding Coordinator.

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

Signed: _____ and _____

Print name _____ and _____
Bride Groom

Wedding Coordinator: _____ Date: _____

A copy of this contract is to be filed in the Church Office.

ARRANGING for a WEDDING

The Date

As soon as you have selected a tentative date for your wedding, contact the church office and request the date and time be placed on the church calendar for the rehearsal and wedding. No public announcement of a wedding date should be made before the date has been cleared with the church office, the Wedding Coordinator, and the minister.

The Wedding Coordinator

The Wedding Coordinator is your liaison with the church. He/she will meet with you and discuss wedding guidelines and will manage details such as choosing appropriate spaces for wedding party to dress and opening and closing of church facilities for rehearsal and wedding. Your Wedding Coordinator will be present at rehearsal and wedding and will assist with any details as they relate to church facility. The Wedding Coordinator will not direct your wedding unless you request his/her services and pay the fee for the Wedding Director.

The Minister

1. The minister of Heyward Street UMC counts it a privilege to officiate at weddings and will assist you in designing a wedding ceremony that reflects you and your faith journey.
2. The minister requires pre-marital counseling for all couples. An appointment should be made with the minister for pre-marital 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.

3. Should you desire to have another minister assist in the ceremony, or officiate in the absence of our minister, the invitation to the guest minister should be extended by the minister of Heyward Street UMC. No other minister should be invited to officiate at a wedding at Heyward Street UMC without the prior consent and approval of our minister. Guest ministers should be duly ordained in a denomination recognized by the United Methodist Church.

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. No blood test is required by the state.
3. 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.
4. 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.
5. Please bring your marriage license with you to the ceremony and give to the minister prior to the wedding. *The wedding will not proceed without this license.*

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. If you desire to provide a printed bulletin for the service, the minister and the Wedding Coordinator must approve the contents.
3. 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.
4. All weddings shall be supervised by a Wedding Director, either hired by the bridal couple or the church's Wedding Director.
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 Holy Communion is an act of corporate worship and everyone present must be given an opportunity to commune. Private communion will not be served to the couple during the public ceremony.
6. Music should begin and candles are to be lighted approximately twenty (20) minutes before the ceremony begins. The processional should begin at the appointed hour.
7. All efforts will be made to ensure a comfortable environment for your wedding. However, air conditioning / heating systems may fail even when they are in working

order moments before. Audiovisual systems may malfunction. The church will do all it can to prevent such inconveniences. However, refunds of sanctuary fee will not be given for equipment malfunctions.

Music for the Wedding

1. Music in the church, including wedding music, must be suitable for Christian worship and must be approved by the minister. Music for the Christian wedding should be similar in character to music used in the services of the church.
2. Any fee arrangement will be between the bride/groom and their chosen musicians.
3. The church organ may be used by permission of the Wedding Coordinator. No exceptions.

The Wedding Party

1. Please advise all of your attendants and ushers to arrive on time for the rehearsal. Out of respect for the minister and the church, they will be expected to conduct themselves with proper decorum during the rehearsal and the wedding.
2. If children are to be used as ring bearers and flower girls, we recommend that they be at least three years of age.
3. Please advise your wedding party that gum, beverages (other than water) and food are not permitted in the sanctuary.
4. Alcohol is not permitted on church property. Smoking is not permitted inside the facility.
5. The wedding party may dress at the church prior to the wedding. Wedding Coordinator will assign spaces.
6. 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.
7. If you move anything, e. g., piano, chairs, etc. please return to designated place.

Wedding Photography

1. Photographs are a treasured possession, and the minister will be glad to cooperate so that photographs may be made. A wedding is a worship service. Out of respect for this sacred moment, please discourage guests from using cameras and/or cell phones during the service. You may wish to note this in your wedding bulletin.
2. Photographers must not interfere with or intrude upon the worship experience of the congregation during the wedding. If you want a photograph of a part of the service, it may be staged before or after the event. Flash photographs may not be taken during the ceremony. Video recorders may be set up in the balcony or in an obscured location in the choir loft. Photographers may take pictures from the side aisles but may not go past the altar rail on either side and may not take pictures from the center aisle.
3. The Photographer may take photographs from the door for the recessional.

4. No photographs that require additional lighting of any kind may be taken during the ceremony, and no photographic equipment that makes noise will be allowed during the ceremony.
5. It is respectfully requested that any photographs requiring the minister be made first.
6. It is the responsibility of the bride or groom to give a copy of these policies to the photographer.
7. Audiovisual – The couple may submit photos, wedding graphics, song lyrics, etc. to be displayed on the screen. All images should be in good taste and submitted one week prior to rehearsal date. Also, a live stream of the wedding will be provided as part of the AV fee. The link for the live stream will be given to the couple two weeks prior to the wedding.

Decorating the Sanctuary for a Wedding and Floral Policies

1. The sanctuary is a place of sacred beauty and elaborate decorations are not necessary. We encourage simplicity of decoration. Decorations should not obscure or disguise the symbols of the church such as the cross, altar tables, etc. Elements of the worship space are not to be moved or altered without the Wedding Coordinator's approval.
2. The Cross is the focal point of the sanctuary, and all decorations should focus upon it.
3. The communion rails are not to be decorated in any manner whatsoever.
4. No decorations, other than flowers and candles in suitable candlesticks, may be placed in the chancel area. (Chancel is the area between the altar rail and the rose glass window.) By order of the fire marshal, candles on the altar and a unity candle, if desired, are the only candles to be allowed in the chancel.
5. ONLY dripless candles are to be used for the altar and the Unity Candle. The church will provide the dripless candles for the altar. The church will provide a table or stand for the Unity Candle.
6. Hurricanes with pillar candles may be placed in the window sills. The church will provide candles and hurricanes for a cost of \$5 each. There are twelve windows.
7. No tacks, sticky florist's clay, tape or anything harmful to the surface of wood or other surfaces may be used anywhere in the sanctuary.
8. The paraments (cloths on altar and lecterns) 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 Worship Committee will be responsible for the proper paraments. Paraments will not be changed or removed for weddings.
9. No aisle cloths are permitted. Flowers and flower petals are not to be dropped or placed on the carpet as they leave grease spots that cannot be removed.
10. The wedding coordinator will counsel you about decorations in the church. When flowers are used they are symbolic, therefore, artificial flowers are not to be used in the church. The florist must contact the Wedding Coordinator to gain entry to the church to place the

flowers. Wedding flowers should be delivered to the church at least one and one-half hours before the wedding.

11. 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 foyer of the church. A note will be placed in the bulletin to that effect. Any other greenery or plant life must be removed immediately following the ceremony. This is the responsibility of the florist or decorator. If special arrangements need to be made for this to take place, please consult the Wedding Coordinator.
12. Hymnals and pew Bibles are not to be removed or used as padding or elevation.
13. Rice, bubbles, confetti or glitter are not to be on the church property. Birdseed may be used in lieu of rice outside the church.

Other Considerations

1. Receptions Policy: Upon special request, the Fellowship Hall is available for small receptions. Arrangements should be made at the same time the reservation is made for the wedding. The kitchen facilities are not available for food preparation. The reception caterer must bring in all supplies for serving food. Decorations, refreshments, etc., are entirely the responsibility of the host/caterer. Any decorations or equipment used for the reception must be removed immediately after the reception. The host/caterer is responsible for returning the Fellowship Hall to order.
2. No alcoholic beverages will be allowed on the premises of Heyward Street United Methodist Church.
3. Smoking is prohibited anywhere in the church building.
4. Balloons may be used in areas other than the sanctuary.
5. Tacks, nails, scotch tape, and glue are prohibited.
6. 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.

Contact Information

Church Office
Susan McFadden, Secretary
803-771-4540
heywardst@umcsc.org

Minister
Rev. Tammy Blom
803-771-4540
tammy@blomcentral.com

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