



Heyward St United Methodist Church

2501 Heyward Street
Columbia, SC 29205

Church: (803) 771-4540

Email: heywardst@umcsc.org

Heyward Street UMC is happy to offer its facilities to couples who want a Christian wedding. We look forward to assisting you with the planning and celebration of your wedding.

A wedding ceremony is a worship service in which sacred vows are taken. Elements of the service will be crafted in consultation with the presiding minister. The attendees will represent the congregation for the wedding ceremony. The attached policy is provided to serve as a guideline for what to expect, and preparations to be made, for a wedding at Heyward St UMC.

In alignment with UMC's policy, United Methodists affirm marriage as a sacred, lifelong covenant that brings two people of faith, an adult man and woman of consenting age, or two adult persons of consenting age, into union with one another and into deeper relationship with God and the religious community. While the United Methodist Church does not recognize marriage as a sacrament, we celebrate and cherish this union as an expression of the couple's faith, grounded in their relationship with God and one another. Marriage thus reflects a continued willingness to grow together in Christ and a commitment to cultivate a covenantal bond that encompasses intimacy, grace, and love. We also affirm the importance of civil marriage. *Book of Discipline 2020/24 162*

Heyward St UMC is honored to be part of this special event in your life and look forward to celebrating with you.

May joy be with you and your beloved.

Tammy Abbe Blom, pastor

Connecting Christ and Community

WEDDING APPLICATION

Heyward Street United Methodist Church

Wedding Date and Time _____

Name of person to be married

Address _____

Phone _____

Email _____

Name of person to be married

Address _____

Phone _____

Email _____

Rehearsal Date and Time _____

Minister _____

Reception Venue, Date, and Time

Once you have them, please provide:

Florist _____ Phone No. _____

Photographer _____ Phone No. _____

Wedding Director _____ Phone No. _____

Caterer, if reception at HSUMC _____ Phone No. _____

FEE SCHEDULE and CONTRACT

- | | | |
|---|--------|----------|
| 1. Nonrefundable Deposit to Hold Date
(Applied to Sanctuary Fee) | \$ 500 | \$ _____ |
| 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.) | \$1500 | \$ _____ |
| 3. Sanctuary Custodian | \$350 | \$ _____ |
| 4. Audio-Visual Technician
(Includes 1 hour rehearsal & 3 hour wedding. Also includes live streaming of wedding.) | \$300 | \$ _____ |
| 5. HSUMC Minister Fee
(Includes 2 counseling sessions, 1 hour rehearsal & 3 hour wedding.) | \$500 | \$ _____ |
| 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.) | \$1500 | \$ _____ |
| 7. Musicians/Pianist/Soloist
(Chosen by couple and approved by Wedding Coordinator) | | \$ _____ |
| 8. Fellowship Hall for Reception | \$750 | \$ _____ |
| 9. Fellowship Hall Custodian | \$350 | \$ _____ |

- ❖ Items 1-4 are required for weddings at HSUMC. Items 5-9 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 either of the couple 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 administrative assistant 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. \$500 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.** Electronic payment is available in church office.
- ❖ 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 couple.
- ❖ 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 _____

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. Once deposit is received, date will be secured on church calendar.

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 is honored to officiate at your wedding and will assist you in designing a wedding ceremony that reflects you and your faith journey.
2. The minister requires two meetings with the couple prior to the wedding. An appointment should be made with the minister as plans for the wedding are being made. It is the responsibility of the couple to schedule the two meetings. These meetings will be used for planning the elements of the service.
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. 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. South Carolina Law requires a twenty-four (24) hour waiting period after the application is received. Once that period has elapsed, your Marriage License will be mailed to the address provided.
4. 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 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 in charge of directions at the chancel and altar.
4. All weddings shall be supervised by a Wedding Director.
5. Some couples may want to set their marriage ceremony within the context of the Sacrament of the Lord's Supper. Please discuss details for this sacrament with minister.
6. All efforts should be made for the wedding 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, should be suitable for Christian worship and must be approved by the minister.
2. Any fee arrangement will be between the couple and their chosen musicians.
3. The church organ may not be utilized.

The Wedding Party

1. Please advise your wedding party 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, smoking, and vaping are not permitted on church property.
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. All personal items should be secured.
7. If you move piano, chairs, etc., please return to designated place.
8. If wedding party provides childcare for rehearsal or wedding, HSUMC's Safe Sanctuary policy must be followed. Children younger than eight years of age may be supervised in the chapel during rehearsal and wedding. Materials, supplies, and snacks must be provided by wedding party.

Audiovisual

1. Please encourage guests to place phones on silent during the service.
2. Photographers must not interfere with the worship experience of the congregation during the wedding. Photographers may take photos from the center and side aisles before, during and after the ceremony. Photos taken in the chancel (area between altar rail and rose window must be taken before or after the ceremony.
3. No photographs that require additional lighting of any kind may be taken during the ceremony. No photographic equipment that makes noise will be allowed during the ceremony.
4. It is the responsibility of the couple to give a copy of these policies to the photographer.
5. Audiovisual – The couple may submit photos, wedding graphics, song lyrics, etc. to be displayed on the screen. All images should be 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. 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 should not be obscured.
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. 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. The Worship Committee will be responsible for the proper paraments. Paraments will not be 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 spots that cannot be removed.
10. The Wedding Coordinator will discuss decorations in the sanctuary. 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 hour before the wedding.
11. Altar flowers (only) from the wedding may remain in the sanctuary for the Sunday worship service at your request. A note will be placed in the bulletin to that effect. Any other greenery or plants 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.

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 and vaping are not permitted on church property.
4. Balloons may be used in areas other than the sanctuary.
5. Tacks, nails, scotch tape, and glue are not permitted on painted surfaces or on wood.
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. Personal items need to be secured.

Contact Information

Church Office

803-771-4540

heywardst@umcsc.org

Minister

Rev. Tammy Blom

803-771-4540

tammy@blomcentral.com

Policy Revised March 15, 2026

Policy approved by wedding committee