



First United Methodist Church of Myrtle Beach
Wedding Planning



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TO DO LIST

WEDDING PREPARATIONS

We are happy that you have chosen First United Methodist Church for your wedding. A Christian wedding is a service of divine worship. It should be simple, reverent and in keeping with the liturgy, ritual, and traditions of the church.

Please remember as a service of worship, that all invited guests who share in this event are not spectators, but worshipers. The ministers and the wedding director have prepared these guidelines to answer any questions you may have and to inform you of specific policies and procedures for weddings within First United Methodist Church. These are approved policies of First United Methodist Church.

RESERVATIONS

To inquire about an available date, please submit a wedding application to the church office. A non-refundable deposit of \$100 for members or \$300 for non-members is required to secure your date. The church will be officially reserved upon confirmation with the Minister of the date along with receipt of the deposit. The Wedding Director will contact you regarding the status of your application.

Weddings will not be scheduled on the following holidays:

Holy Week (Maundy Thursday, Good Friday, Easter Sunday),

Thanksgiving weekend (including Wednesday night),

Christmas Eve, Christmas Day,

New Year's Eve, New Year's Day

Federal Holidays (Martin Luther King, Memorial Day, Fourth of July, Labor Day).

In addition, limited scheduling is allowed in December due to the many Advent activities on the church calendar.

MINISTERS

Weddings at FUMC are generally performed by one of our staff ministers. If the couple would like for another minister to perform the wedding, an invitation and approval must be extended by a minister from First United Methodist Church. Final decisions on all questions regarding liturgy for the wedding will be made by the FUMC minister.

PREMARITAL COUNSELING

Premarital counseling with the officiating Minister is required by First United Methodist Church. These counseling sessions are designed to prepare the couple to take their vows meaningfully and with a sense of genuine commitment to each other and to God.

WEDDING PREPARATIONS

WEDDING DIRECTOR

One of our church's Wedding Directors will direct the wedding. The Wedding Director will be in charge of rehearsals and weddings to ensure that church policies are followed and the ceremony is worshipful. It is policy of this church that our Wedding Director be employed by the wedding party. For wedding parties up to seven, one director will handle the plan details. For weddings of eight or more, an assistant will be required. The Wedding Director and bride will meet to review guidelines and fees and to discuss decisions regarding details of the ceremony. The Director will make arrangements for the service, direct the rehearsal and direct the ceremony under the guidance of the minister. Members and non-members using the church are required to consult with the church's Wedding Director on all questions and concerns. At the end of the ceremony, the duties of the Wedding Coordinator will be complete.

MUSIC

Music for your wedding will be arranged through the Church Organist/Pianist. Please be in touch with him/her as soon as you reserve the church for your wedding.

The Church Organist/Pianist will play for your wedding rehearsal and service. He/She will also consult with you regarding vocal soloists or instrumentalists. If for any reason he/she cannot participate, he/she will make recommendations regarding someone to play for your wedding rehearsal and service.

The Church Organist/Pianist base fee for a wedding is \$300 but will be adjusted to accommodate extra rehearsals with vocalists or other instrumentalists you may choose. Two months prior to the wedding date, one-half (1/2) payment is due and the remaining balance is due one month prior to the wedding.

Church Organist/Pianist contact information:

(Call the church office for organist/pianist phone and email.)

First United Methodist Church requires sacred music for all worship services. All music, both vocal and instrumental, must be in keeping with this standard. Use of the United Methodist Hymnal and the opportunity for congregational singing is an option. Pre-recorded music is not allowed. Any other music desired should be played at the rehearsal party or wedding reception.

If a soloist is desired, this singer must coordinate with the Church Organist/Pianist before the wedding rehearsal date. Any additional musicians (soloist, instrumentalist) fees are determined by those individuals but are to be coordinated through the Organist/Pianist and Wedding Director. Payment is due prior to the wedding rehearsal.

WEDDING PREPARATIONS

REHEARSAL

If there is to be more than one attendant, it is necessary to schedule a rehearsal. Even the simplest of ceremony requires planning and preparation. The rehearsal time should be arranged with the facilities when the wedding is initially reserved. The rehearsal must begin promptly and should proceed without unnecessary delay. Both the Bride and Groom share the responsibility for having their attendants arrive on time. Rehearsals are held to help the wedding party learn the procedures for the service and to remove some of the tension and confusion from the actual service. For this reason, the bride should plan to participate fully in the rehearsal. The use of stand-in brides is not recommended.

RITUAL AND WEDDING SERVICE

The ritual of the United Methodist Church is to be used for the wedding service. The officiating Minister will be expected to use this ritual. A couple will not be permitted to write their own vows. The traditional language of the United Methodist ritual is in keeping with the sacred atmosphere of a worship service. While First United Methodist Church does not produce the bulletins/programs for weddings it does require approval for the Order of Worship. An approved Order of Worship must be submitted and approved prior to printing. ***See attached Order of Worship**

If the Holy Communion Sacrament is desired as a part of your service, all persons must be invited to commune.

The wedding day is neither the bride's day nor the groom's day, but it is the Lord's day in which a bride, groom, wedding party, and congregation all participate.

MARRIAGE LICENSE

A marriage license must be secured from the Probate Court in any county prior to the wedding. A 24-hour waiting period is required before you can secure a license. A wedding cannot be conducted without a valid license. The wedding does not need to be held in the same county in which the license was obtained but the license must be obtained in South Carolina.

The marriage license should be brought to the Church Administrative Assistant no later than one week prior to the wedding date.

FACILITIES

CHURCH FACILITIES

The sanctuary of First United Methodist Church is a place of reverence, dignified beauty, and worship. It does not require decorations to make it a perfectly suitable place for a beautiful worship service such as a wedding. Floral and candle arrangements should be appropriate for the worship service with the cross as the focal point of both the sanctuary and the Chapel. The church Sanctuary, Wesley Fellowship Hall, and Chapel are available for the wedding ceremony. Below are guidelines to help in selecting appropriate decorations.

SPACES AVAILABLE	ACCOMMODATES
Sanctuary	550 including balcony
Wesley Fellowship Hall	200 (Currently being remodeled)
Chapel	150

Decorations and Flowers

- First United Methodist Church is a smoke-free and alcohol-free facility.
- Arrangements for floral decorations will be made by the wedding party. Those responsible for the flower arrangements must abide by the regulations. Placement of flowers, greenery and other appointments must be approved by the church's Wedding Director. If the bride wishes to donate her floral arrangements for Sunday worship services she should request this to the Wedding Director. If not, all property of the florist must be removed immediately after the wedding. The church is not responsible for decorations following the wedding's conclusion.
- The florist must schedule a time for decorating, even if they have a key to the church. The church is open two hours prior to the wedding and two hours after. If other hours are necessary, it must be pre-arranged with the Wedding Director. The bride should apprise the florist of church policies. Any property damage must be fully restored at the expense of the bride.
- No decorations may be placed on or removed from the Altar Table or Pulpit area (Bibles, the altar table, the baptismal font, and the pulpit).
- No tacks, sticky florist's clay, tape or anything else that is harmful to the surface of wood may be used to secure decorations. Pew markers may be secured with ribbons or pipe cleaners. Glitter on floral arrangements or ribbons is not permitted.

FACILITIES

CHURCH FACILITIES CONTINUED

Decorations and Flowers Continued

- No decorations shall prevent free movement of the wedding party and staff or conflict with local fire codes.
- If candles are used in decorations, non-wax candles are required.
- Aisle cloth and runners are not permitted.
- Insurance and fire regulations prohibit the use of bird seed, rice, or fireworks around the entrance of the church facilities at any time.
- Trained Acolytes and Crucifers are available for weddings upon request, and if available. If groomsmen are asked to light the candles, extra time at the rehearsal for instructions by the Wedding Director will be needed.

Pictures and Videotaping

Pictures are treasured possessions, and the Ministers will gladly cooperate so that beautiful pictures may be made following the service's conclusion. Photographers must not interfere with the worship experience during the ceremony.

Reminding guests that taking photos for the ceremony is the photographer's job can be a difficult subject to broach. Printing a notice in the order of service can be helpful in communicating a bride's wishes regarding photos.

Below are listed guidelines designed to facilitate the photographer's capturing an appropriate remembrance of the ceremony.

- Photographers should be at the church at least one hour prior to the ceremony.
- The photographer will NOT stand or kneel in the aisle for a picture of the bride processing. The photographer will NOT block the aisles.
- Videotaping is permitted. The Wedding Director will assist with appropriate placement of cameras and equipment.
- Guests may be permitted to take photos at the conclusion of the service (Benediction/Recessional).
- The bride is responsible for apprising the photographer of church policies. The bride is requested to work with the photographer for the desired groupings for pictures to be taken following the wedding ceremony; this will help to assure the prompt arrival of the wedding party at the reception.
- Couples wishing to include ministers in photos should inform the photographer of their wish allowing him/her to schedule the minister as the first round pictures.

EXPENSES

WEDDING FEES

First United Methodist Church does not charge church members* for the use of its buildings. Non-members, however, will be charged a usage fee in addition to the service fees. The Wedding Coordinator will explain the fees for weddings at First United Methodist Church. The fees are to be paid the week before the rehearsal and given to the Wedding Director. Separate checks should be made out to each individual assisting in the ceremony. Non-members must submit a \$300 deposit when submitting their wedding application. When date approved, this fee will go toward the final facility cost. Members must submit a \$100 deposit when submitting their wedding application. Upon approval of the date, this fee will go toward the security fee. The deposit will be returned if the wedding date is not approved.

*To receive the established courtesy use of the facility, you must have been a participating member (Bride, Groom or parents of either party) of First United Methodist Church Myrtle Beach at least one year. Families who have been members for less than one year, usage fees will be required.

TO DO LIST

FUMC WEDDING CHECKLIST

- Submit an application and deposit to church office
- Get approval on your wedding date
- Meet with Wedding Director to fill out your wedding work sheet
- Contact Organist/Music Director to plan ceremony music
- Get approval of Order of Worship for ceremony
- Gather payments and paid week before rehearsal
- Attend Rehearsal the day before wedding
- HAVE A HAPPY WEDDING DAY!

FUMC WEDDING FEES

FIRST UNITED METHODIST CHURCH OF MYRTLE BEACH
 901 NORTH KINGS HWY | MYRTLE BEACH, SC 29577 | 843-448-7146

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POSITION **FEES**

Wedding Director+	\$500
Assistant Director (required for 8 or more attendants)	\$300
Organist/Pianist	\$300
Minister+ (*Non-members) Members is suggested	\$300*
Soloist	\$100
Videographer (Standard Video Service)	\$200
Sound tech+	\$200
Custodian+	\$250
Security+	\$100

+ These services and fees are required. (For members, the Minister fee is suggested)

Fees listed include:

- 1 Hour for Rehearsal and 4 hours for Day of Wedding. If times exceeded, each participating staff is \$50 extra per hour.
- Security 4 hours Day of Wedding. If time exceeded, \$25 extra per hour.

IN ADDITION TO ABOVE FEES, NON-MEMBERS USAGE FACILITY FEES

SPACE **FEES****

Sanctuary	\$1,000
Wesley Fellowship Hall	\$1,000
Chapel	\$500

**To receive the established courtesy use of the facility, you must have been a participating member (Bride, Groom or parents of either party) of First United Methodist Church Myrtle Beach at least one year. Families who have been members for less than one year, usage fees will be required.

CONGRATULATIONS on your wedding! We look forward to working with you.

ORDER OF WORSHIP

The following is a guideline and suggestion of First United Methodist current ritual for the Service of Marriage. An approved Order of Worship must be submitted and approved prior to printing.

A Celebration of Christian Marriage Order of Worship

Prelude

"Arioso" From "Cantata No. 156"	Johann S. Bach
"Voluntary on 'Love Divine All Loves Excelling'"	Gordon Young
"Surely the Presence of the Lord is in This Place"	Lanny Wolfe
"Canon in D" (The Celebrated Canon)	Johann Pachelbel

Seating of the Mothers

"Ave Maria"	F. Schubert
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Processional

"The Prince of Denmark's March"	Jeremiah Clarke
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The Service of Holy Matrimony

The Invocation
Declaration of Intent
Response of the Families and the People
Presentation of the Bride
Scripture Lesson
Homily (if desired)
Intercessory Prayer
Exchange of Wedding Vows
Blessing and Exchange of Rings
Declaration of Marriage
Pastoral Prayer
The Lord's Prayer (in unison)
(We encourage this prayer to be spoken rather than sung.)
Solo (if desired)
Benediction

Recessional

"Trumpet Tune and Air"	Henry Purcell
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Minister:

Organist/Pianist:

Soloist:

Instrumental: