

Wedding Policy

Seaside United Methodist Church

**1300 Seaside Road SW
Sunset Beach, NC 28468
910-579-5753 - seasideumc@atmc.net**

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INTRODUCTION

We are happy that you are considering Seaside United Methodist Church for your wedding. Your choice of the Church as the setting for your wedding is evidence that you desire a sacred Christian marriage service. Our procedures are designed to help fulfill this goal.

Once you have read these guidelines and policies, you should then schedule your wedding through the Church office. When this is done, you will be assigned a Church Wedding Director to guide you through the remainder of the process.

We are providing this document to explain to you the policies of our Church regarding weddings.

PLEASE READ ALL SECTIONS CAREFULLY

FACILITIES

Facilities available include:

- Sanctuary (capacity - 450 people).
- Bride's Room and other rooms as needed.
- Fellowship Hall and kitchen may be used upon availability for the reception. NO alcoholic beverages are allowed. The kitchen may be used for serving purposes only.

SCHEDULING THE WEDDING

Schedule the wedding date through the Church Office Manager. Note that:

- No wedding will be scheduled during Holy Week (Palm Sunday through Easter Sunday), on Christmas Eve, Christmas Day, during the week of the North Carolina Annual Methodist Conference in June or during the weekend of the Church's Fall Country Fair.

- The Senior Minister must approve all weddings before the date is placed on the Church calendar.
- Weddings with a Church reception must be scheduled no later than 6:00 PM and weddings without a Church reception no later than 7:00 PM.
- A deposit of \$250.00 (non-refundable) is required at this time to confirm your date on the Church calendar.
- A rehearsal is required for all weddings. A time and date for the rehearsal will be scheduled when the wedding date is scheduled.

You will be asked to sign the Reservation Request Form and return it to the Church Office Manager.

Once your wedding date has been placed on the calendar, the Office Manager will assign and notify a Wedding Director. All Church staff involved in your wedding will be contacted.

At least two weeks before the wedding you will be asked to sign a form indicating that you have read this material and are aware of our policies and procedures. All associated fees must be paid at this time.

WEDDING DIRECTOR

Seaside Church has Wedding Directors to assist the Minister with the rehearsal, the ceremony and the reception. The directors are assigned by rotation, unless circumstances dictate otherwise. The director will contact the bride two months before the wedding. Prior to the rehearsal, the bride will meet with the director at the Church and will bring with her the completed Wedding Information Form. At least one Seaside Wedding Director must be present for all rehearsals and ceremonies. If an outside director is used they will work in cooperation with the assigned Wedding Director from the Church.

WEDDINGS AS WORSHIP

A church wedding is foremost a worship service. The following statement comes from the worship manual *United Methodist Altars*, "The Church should be made as beautiful as it is possible to make it, but it should keep the atmosphere of a church - a House of Worship. It should be remembered that a church wedding is a service of worship and consecration - a solemn religious ceremony. The bride-to-be has a wide range of choices as to the kind of wedding she will have. It may be a civil ceremony, or she may plan a home wedding, or she may choose to be married in an outdoor garden setting. But if she decides to be married at the altar of the church, then certainly no attempt should be made to change the church into a garden, or to arrange an elaborate floral display which will hide the essential features of the Sanctuary."

Children are welcome to participate but they must be able to conduct themselves in an orderly fashion. A responsible adult must be designated to take care of children if they become unruly.

To enhance the spirit of worship and to facilitate arrangements for you and the Church staff, the following policies governs weddings at Seaside United Methodist Church.

POLICIES and PROCEDURES

Clergy

Only a clergy person of the Christian faith may officiate at a wedding at Seaside UMC. Other persons may assist in the service of matrimony providing that they are legally certified to perform marriages in the state of North Carolina. **In keeping with the policy of the United Methodist Church, non-staff clergy for your wedding MUST BE APPROVED and INVITED by a staff minister from Seaside UMC.**

Conference with Minister:

To help prepare the couple for their new life together, they should meet with their officiating minister three (3) times prior to the wedding. There must be at least one conference with a staff minister of Seaside, even if a non-staff minister will be officiating.

Rehearsal

A rehearsal for the wedding is required and will be conducted by the officiating minister. If a staff minister is not officiating at your wedding, the Seaside Wedding Director and staff minister will be present to advise the wedding party on policy matters.

Decorations

Decorations are welcomed but must be consistent with the Church as a place of worship. Accordingly:

1. Only paraments are to be used on the altar. The paraments used must be white. The Altar Guild will set up the altar area according to your supplied information.
2. Flowers and floral arrangements may be used appropriately. If you are taking the flowers with you, please have the florist use disposable liners. Flowers may be left for the Sunday worship service if the Church flower calendar has an open date. Flowers remaining in the Church may be arranged in the church liners. The Wedding Director will work with the florist to arrange a delivery time on the day of the wedding.
3. The bride will provide the Unity Candle and any candelabras.
4. The Church will provide a kneeling bench upon request.
5. If the Church is decorated for the Season of Advent, Christmas, or Easter, these decorations cannot be disturbed or removed.
6. **NO tacks, pins, nails, glue or staples may be used to fasten any decoration onto furnishings or building. NO greenery or decorations may be used on the kneeling rail.**
7. **NO furniture may be moved in or out of the Sanctuary. Additional accessories are not permitted in the Sanctuary.**
8. All decorations must be removed from the building immediately following the wedding.

Photography

Please give a copy of this section to anyone taking photographs at your wedding. This includes professional photographers as well as family and friends. We expect ALL photographers to respect, honor and abide by the following rules.

1. NO FLASH photography or extra lighting allowed.
2. The assigned photographer(s) may only take pictures from the assigned area at the back of the Sanctuary.
3. NO pictures of any type allowed during the ceremony. (A church wedding is a service of divine worship and should not be interrupted by picture taking.)
4. Wedding Party pictures may be taken preceding the ceremony and following the ceremony at times designated by the Wedding Director.
5. We suggest that your photographer(s) visit the Church in advance to become familiar with the facilities.

Audio/Visual Services

Videographers may only setup equipment at the back of the Sanctuary. Using any other location in the Sanctuary is prohibited. No additional lights may be setup to video the wedding.

A Church audiovisual technician, along with the Church's sound technician, can video record the ceremony on Church equipment. The video, however, should not be considered professional quality. You will be provided with three copies of the video. If you are interested in this option, ask the Wedding Director to let you view a sample of a wedding video.

Sound Services

Use of any part of the sound system in the Sanctuary **REQUIRES** the services of a technician from Seaside. A list of technicians will be available from the Wedding Director.

Music

The Church Music Director is responsible for all wedding music and is expected to play for all weddings. If the Director is not available, the bride will be consulted and a list of substitute musicians will be offered.

Wedding music should be consistent with the sacred spirit of the wedding service. Both vocal and instrumental music must be in keeping with the Christian faith and appropriate to the sacredness and solemnity of the occasion.

Selections must be submitted and approved by the Music Director and Senior Minister at least one month prior to the wedding.

The Music Director must approve visiting musicians. **Visiting musicians must consult with the Church Music Director as to practice times and musical selections.**

Reception

The Fellowship Hall and kitchen may be used upon availability for the reception. NO alcoholic beverages are allowed. The kitchen may be used for serving purposes only. If a Caterer is used, the Caterer must furnish all silver, crystal, dishes, linens and paper products. All litter must be removed from the Fellowship Hall and kitchen. It is the responsibility of the caterer to leave the kitchen in the order that it was found.

Custodial Services: (Use of the Church custodian is required.)

Custodian's fees cover having the building clean and ready for use at the proper time and a general cleaning after the events are over. The fee does NOT include washing dishes, removing decorations, or replacing any rearranged furniture.

Conduct

There is NO SMOKING in any area of the Church.

NO ALCOHOLIC beverages may be brought onto Church property.

Please do not throw rice, birdseed, or confetti. Alternatives must be cleared through the Wedding Director.

Miscellaneous

The following are some other things to consider as you plan your wedding.

- No one will be seated after the ceremony begins.

- The bride and her family are responsible for conveying the information in this policy to the Wedding Party and all others connected to the wedding.
- Questions about anything not covered in this policy should be directed to the Wedding Director.
- The Church assumes no responsibility for valuables left during or after the ceremony.
- The Director will unlock the Church doors two hours prior to the wedding and the doors will remain open until one hour after the ceremony.

FEES

The Seaside Office Manager will discuss all fees (building, custodian, etc.) before placing the date on the Church calendar and may, upon discussion with the Senior Minister, modify the suggested fees to take into consideration any extraordinary circumstances concerning a specific wedding.

The Seaside Office Manager will provide a statement of fees at the couple's second meeting with the officiating minister. All fees must be paid two weeks prior to the wedding. Fees are listed on the invoice so that individual checks may be paid to the appropriate persons.

The following guidelines for fees are offered to help you anticipate the cost of your wedding. All fees must be paid directly to the Seaside Office Manager.

There are two levels of fees for a wedding. A member fee is based on active Church membership of bride, groom or other immediate family members. For the purposes of this policy, "the immediate family" is defined as bride, groom, parents, children, and grandparents. "Active member" is defined as a member of SUMC for at least one year at the time of scheduling. All others are considered non-members, and unless there are extenuating circumstances, a non-member fee will be charged.

Scheduling a Blessing of Marriage or Renewal of Vows ceremony is subject to all Seaside UMC Wedding Policy regulations and fees for members or non-members.

For members of Seaside United Methodist Church, there is no charge for the use of the building. All other fees, however, must be paid.

Non-member Fees

Use of the Sanctuary	\$500
Use of the Fellowship Hall/kitchen (per use)	\$200
Minister	\$400
Organist/Pianist: consultation, rehearsal and wedding	\$300
Organist/Pianist: rehearsal with additional instrumentalist or vocalists	\$ 50

Member Fees

Use of fellowship hall/kitchen (per use)	\$100
Organist/Pianist: consultation, rehearsal and wedding	\$250
Organist/Pianist: rehearsal with additional instrumentalist or vocalists	\$ 25

Fees for Everyone

Deposit (non-refundable) to confirm date on the Church calendar.	\$250
Wedding Director	\$100
Audio Visual Technician (rehearsal and wedding)	\$75
Visual Technician (rehearsal and wedding)	\$75
Custodial services:	
Rehearsal/Wedding only	\$ 75
Rehearsal/Wedding/Reception	\$125
Kitchen/Fellowship Hall only	\$ 75

The cost of repairing any damage to Church property by a member of the wedding party or guest shall be the responsibility of the bride and groom.