

## **WEDDING PACKET CONTENTS**

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## WEDDING FEES and CHARGES

### Fees for Members

There are no building use charges for the use of the church for a wedding when either the bride or groom, parents or grandparents, are active members of St. John's United Methodist Church. *There is, however, a set-up fee when the Gymnasium is used for a reception.* St. John's wedding fees are listed below.

#### Custodian Fees:

Sanctuary, Chapel or Faith Center Wedding	\$130.00
Ward Hall or Gymnasium Reception	\$250.00
Rehearsal Dinner	\$130.00
Set-up Fee for Gymnasium Reception	\$300.00

Pastor \$200.00

#### Wedding Director

Sanctuary or Faith Center Wedding	\$200.00
Chapel Wedding	\$150.00

Music Director Consultation \$ 50.00

Sound Technician \$ 75.00 (rehearsal and wedding)

Organist \$200.00

(Includes wedding music, 30 minutes' prelude, rehearsal, and extra rehearsal w/soloist)

Extra organist rehearsals with soloists: \$25.00 per hour

Soloists/Instrumentalists To be negotiated

### Fees for Non-members

The facilities of St. John's may be available to non-members for wedding celebrations. Non-members will be able to book a date at the church up to but not more than twelve months prior to the wedding. Also, the couple must pay a \$500 deposit before the date is secured. This deposit is non-refundable within 90 days prior to the wedding. Both building use and custodial fees will apply to non-members, as listed below. Ward Hall may not be reserved by nonmembers for a reception or other social functions if the wedding is not held in the sanctuary. The gymnasium may not be reserved by non-members.

#### Facilities Use Fee

Sanctuary or Faith Center	\$1,000.00
Chapel	\$500.00

#### Custodian

Sanctuary, Chapel or Faith Center Wedding	\$130.00
Reception in Ward Hall	\$400.00
Rehearsal Dinner – Ward Hall	\$200.00

Pastor \$300.00

#### Wedding Director

Sanctuary or Faith Center Wedding	\$300.00
Chapel Wedding	\$200.00

Music Director Consultation \$100.00

Sound Technician \$ 75.00 (rehearsal and wedding)

Organist \$200.00

(Includes wedding music, 30 minutes' prelude, and extra rehearsal w/soloist)

Organist attendance at rehearsal \$ 75.00

Extra rehearsals with soloists: \$ 25.00 per hour

Soloists/Instrumentalists To be negotiated

Candles Altar Table candles are provided by St. John's and must remain in place.

A statement will be sent to you listing itemized charges owed to the church and the personnel. Payment is due 14 days before the wedding.

Your wedding is a high and holy occasion. Therefore, we know you and your family and friends will reverence it as such. However, St. John's Board of Trustees, who is charged with care of its physical property, reserves the right to apply charges to cover any property damages that may occur during the wedding or the reception.

Revised 09/09/2015

## ARRANGING FOR A WEDDING

### Checklist/Timeline

As soon as you have selected a tentative date for your wedding, call the church office (648-6891) to request the date and time to be reserved on the church calendar. If you plan to use the church's facilities for a reception, reservations may also be made at that time.

As soon as the date is cleared on the church calendar and with the senior pastor, a church wedding director will contact you and you will be sent the complete wedding packet either by email or postal as you request. The director is primarily responsible for meeting with the bride to discuss guidelines of the church, requirements for florist, photographer, wedding party, and other details. If the senior pastor or one of the associate pastors of St. John's will be performing the ceremony, you should call their administrative assistant to schedule your pre-marital counseling. This is typically three 1-hour sessions scheduled no later than 2 months prior to the wedding. If another pastor will be performing the ceremony you are encouraged to discuss pre-marital counseling with them.

In addition, St. John's has two couples who are certified Prepare/Enrich facilitators. This marriage mentoring program can help you establish a stronger relationship and get to know each other like never before. It is a proven tool which will make it easier to understand your partner, create a deeper, healthier relationship and sustain that relationship over the years to come. If you are interested, please contact Betsy Mahoney (803-270-1213) or Phyllis Coker (803-270-7121). You may also obtain more information on this program by visiting [www.prepare-enrich.com](http://www.prepare-enrich.com).

Within three months of the wedding, you must meet with the Director of Music Ministries to plan your music. Further explanation about wedding director and music are detailed below.

### Miscellaneous Information

- A non-member wedding date may not be set more than twelve months in advance. A deposit of \$500 is required to hold the date. Approval of the Senior Pastor, obtained through the administrative assistant, is needed if you wish to have another minister perform your wedding.
- **No public announcement of a wedding should be made before the date has been confirmed. Do not order your invitations until the date is cleared and confirmed.**
- Weddings may not be planned for Easter weekend. Weddings during the month of December will be allowed only if they do not conflict with the many Advent/Christmas programs and activities during that busy season.

### The Minister

- The ministers appointed to St. John's count it a privilege to officiate at weddings held at **St. John's**. If you would like to have another pastor perform the ceremony, the senior minister must extend an invitation to the guest pastor. These arrangements are made when you are discussing the scheduling of the wedding.
- The senior pastor of St. John's will have the final word regarding the conduct of the rehearsal and the wedding and in interpreting the policy of St. John's and the Order of Discipline of the United Methodist Church.

**A valid South Carolina marriage license is required to be given to the minister performing the ceremony at the time of the rehearsal.**

## PLANNING THE CEREMONY

- **The officially authorized and approved rituals of The United Methodist Church will be used at weddings at St. John's**, though the pastor will be glad to discuss personalizing the service to honor both the sanctity of the service and the wishes of the couple.
- **The services of a St. John's wedding director are required.** The director is primarily responsible for meeting with the bride to discuss guidelines of the church, requirements for florist, photographer, wedding party, etc and other details. The director is also responsible for directing the rehearsal and wedding
- A **printed order of service** for your wedding is recommended to enable the congregation to participate in the prayers and other acts of worship. This would be by your arrangement and expense; the church does not provide or include these.
- You may discuss with the pastor the possibility of sharing the **Sacrament of the Holy Communion** as a part of the service. If the Communion is included, everyone present would be invited to share, since the Communion in United Methodism is celebrated as a public, not a private experience.
- **Prelude music** should begin and candles be lighted approximately thirty (30) minutes prior to the ceremony

### USING ST. JOHN'S AS A BACK-UP FOR AN OUTDOOR WEDDING

When an outdoor wedding is planned, St. John's may be used as a back-up rainy-day location under the following conditions:

- Only active church members may plan St. John's as a back-up location
- The usual fees for a church-member wedding would apply if the wedding actually takes place at the church.
- If the wedding is not held at the church, because personnel have had to reserve the weekend, the wedding director, custodian(s), organist and sound personnel will be compensated half the usual fee if the wedding is not moved into the church. For the sake of continuity, you should consider using a St. John's wedding director regardless of the location of the wedding
- All usual policies concerning music, decorating and facility use will be in affect if the wedding takes place at St. John's

**FACILITIES INFORMATION FORM FOR WEDDINGS**

St. John's United Methodist Church

104 Newberry Street

Aiken, S.C. 29801

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

Address: \_\_\_\_\_ (email): \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

Address: \_\_\_\_\_ (email): \_\_\_\_\_

Contact Person (if other than above): \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

Address: \_\_\_\_\_ (email): \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Time Bride Will Arrive at the Church on Wedding Day: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Will Rehearsal Dinner be held at the church? \_\_\_\_\_ For how many? \_\_\_\_\_

Will Reception be held at the church? Ward Hall or Gym\* For how many? \_\_\_\_\_

\* Gym is available for church members only

\_\_\_\_\_  
Bride's Signature OR \_\_\_\_\_  
Groom's Signature

Date \_\_\_\_\_ Person responsible for expenses: \_\_\_\_\_

## WEDDING MUSIC

Arrangements for music should be discussed as early as possible with the Director of Music who will help you select appropriate music. The fee for this consultation is outlined on the payment sheet.

The services of our regular **St. John's** organist should be utilized at all weddings requiring organ music. If a visiting musician is used, all music must be approved by the Director of Music two months prior to the wedding. If our regular organist is not available, the substitute organist must be approved by the Director at least two months prior to the wedding. Please do not invite anyone outside the church to play the organ until such approval is obtained. It is the bride's responsibility to contact the Music Director to make these arrangements.

The selection of music must be appropriate to a service of worship, keeping in mind the guidelines of reverence and worship. If a text is sung, it must be in keeping with the teachings of Scripture and the Church. This would rule out the use of secular or "popular" music in the wedding. **The use of taped accompaniments is not allowed during the wedding ceremony.**

Any fees for vocalists/instrumentalists other than the organist will be agreed upon between the musicians and the wedding couple.

The sanctuary has a piano and an organ that are available for use during the service. These instruments are set in place and **WILL NOT BE MOVED UNDER ANY CIRCUMSTANCES**. The top of these instruments are to be kept free of any items other than music.

The chapel has an organ available and, on request, a piano may be moved into the chapel for use during the service.

The organist, vocalist, and other instrumentalists at a wedding in the church should wear choir robes or other attire appropriate for the service.

## ST. JOHN'S MEDIA

### Sound

St. John's Sound System is a ministry of St. John's United Methodist Church and is designed to serve you in your rehearsal and wedding. St. John's United Methodist Church requires a sound person trained on the church equipment to operate the sound system

### Photography

If you choose to have someone photograph your wedding, please give your photographer the guidelines listed below (copy included in the packet) to ensure that there will be no disruptions during the wedding ceremony

- Photographers must not interfere with the worship experience of the congregation or intrude upon the worship setting.
- **FLASH PICTURES MAY NOT BE TAKEN DURING THE CEREMONY.** Please include this as a request in your wedding program. Time exposures may be taken from the balcony or from the rear of the sanctuary.
- The photographer may take flash photographs of the bride and her escort as they enter the sanctuary for the processional and of the bride and groom as they leave during the recessional. The processional and recessional will not be stopped for photographs, however. The photographer may not be more than four rows into the sanctuary.
- Pictures of any kind, with any kind of equipment, may be made before the wedding begins or following the ceremony.

### Video

If you choose to have someone video tape your wedding, please give the videographer a copy of the guidelines provided in this packet ensuring that there will be no disruptions during the wedding ceremony. **Any special requests concerning videotaping MUST be discussed and approved by the St. John's wedding director/Senior Pastor BEFORE the day of the wedding.**

- There are no restrictions for the video personnel during the rehearsal, the time before the wedding and the end of the reception.
- All manned videotaping must take place from the balcony. An UN-MANNED camera may be placed in either transept.

**Copy of Photography Guidelines**  
**(To be provided to wedding photographer)**

- Photographers must not interfere with the worship experience of the congregation or intrude upon the worship setting.
- **FLASH PICTURES MAY NOT BE TAKEN DURING THE CEREMONY.** Please include this as a request in your wedding program. Time exposures may be taken from the balcony or from the rear of the sanctuary.
- The photographer may take flash photographs of the bride and her escort as they enter the sanctuary for the processional and of the bride and groom as they leave during the recessional. The processional and recessional will not be stopped for photographs, however. The photographer may not be more than four rows into the sanctuary.
- Pictures of any kind, with any kind of equipment, may be made before the wedding begins or following the ceremony.

**Copy of Video Guidelines**  
**(To be provided to wedding videographer)**

**Any special requests concerning videotaping MUST be discussed and approved by the St. John's wedding director/Senior Pastor BEFORE the day of the wedding.**

- There are no restrictions for the video personnel during the rehearsal, the time before the wedding (up to the prelude) and the reception.
- All manned videotaping must take place from the balcony. An UN-MANNED camera may be placed in either transept.

## WEDDING DECORATIONS

The sanctuary is a place of beauty and elaborate decorations are not necessary. More festive decorations may be used, however, to enhance the beauty of the sanctuary as long as the symbolic appointments of the church are not disguised or obscured. Seasonal worship appointments for Easter, Thanksgiving and Christmas must remain in place. Please provide your florist with the copy of these decorating guidelines included in this packet.

- No decorations, other than existing candles may be placed on the altar table itself.
- Vestments, symbols and emblems usually placed in the church may not be moved.
- No furniture may be moved and care must be taken that no decorations obstruct the doors on either side of the chancel. No decorations should be placed so as to prevent the free movement of the minister and members of the wedding party during the ceremony.
- The organist's view of the wedding attendants as they process must not be blocked with flowers, greenery or candles. No decorations of any type are to be placed on the piano or organ console.
- All candles must be provided by the florist in suitable candleholders or candelabra and no decorations which conflict with local fire ordinances may be used. Candles in holders attached to the pews are not permitted at St. John's. Mechanical candles are required anywhere within the sanctuary.
- If candles are used in the sanctuary windows, globes and candles must be provided by the florist.
- If a unity candle is to be used, the candle and stand must be provided by the florist.
- It is the responsibility of the florist to make advance arrangements for entering the church to decorate prior to and dismantle following the ceremony. A key may be picked up during regular business hours, no earlier than 48 hours in advance of the wedding. The key must be returned within two business days of the wedding.
- Florists need to remove decorations and equipment within two (2) hours after the wedding begins. Rental equipment may be placed in the Sacristy until the rental company can pick up on their first business day. This will be the responsibility of the wedding family or florist.
- No tacks, nails, thumbtacks, tape or other fastenings may be put in walls, woodwork or other fixtures.
- Greenery and decorations are not permitted on the chancel rail or the altar steps.
- Only plastic or felt-covered pew markers are to be used. Plastic should be placed under arrangements in all flower areas while preparing. No misting of flowers will be allowed after placement. The florist is expected to remove all flower containers and excess materials when the decorations are in place before the wedding and after clean-up after the wedding.
- The wedding director will discuss the appropriateness of all decorations in the sanctuary or chapel
- No flower petals or substitutes are to be dropped by flower girls inside the Sanctuary.
- No runners are permitted on the aisles
- The flowers from your wedding may be left for the Sunday Worship Service and may be given in honor of your wedding or in memory of a loved one. If you wish to do this, please indicate on the FACILITIES INFORMATION SHEET and the Wedding Director will discuss the details with you.

## RECEPTIONS

Reservations for the use of the church facilities for a wedding reception or a rehearsal dinner should be made well in advance of the desired date.

The wedding party is responsible for securing the services of a caterer, and a copy of these guidelines must be given to the caterer or other persons in charge of the reception. Prior to the wedding date, caterers need to contact Mary Kosky to arrange for entrance into the facility prior to the event. Any questions relating to table set-up and general use of the facility should be addressed beforehand.

### Guidelines for the Reception

- No nails, tacks, tape, etc., may be used on walls, tables, furnishings, etc.
- Decorations must not conflict with local fire ordinances, and all candles and plants must be in suitable containers, with furnishings and floors protected from wax drippings as well as from moisture
- Throwing rice, confetti, potpourri and birdseed inside the church building is NOT permitted. Only birdseed or bubbles may be used outside. No rice is permitted. No alcoholic beverages may be served or consumed on church premises.
- No smoking is allowed anywhere inside the church
- DO NOT remove any church property.
- The caterer or family is responsible for removing all food and food serving pieces which are not the property of the church immediately after the reception. The church is not responsible for items left after the reception.