

Shandon United Methodist Church

Wedding Guidelines



3407 Devine Street Columbia, SC 29205
(803) 256-8383 www.shandonumc.org

Wedding Guidelines

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3407 Devine Street
Columbia, South Carolina 29205
Phone: (803) 256-8383

Pastors:

The Rev. C. E. “Smoke” Kanipe skanipe@shandonumc.org
The Rev. James Grubb jgrubb@shandonumc.org
The Rev. Maggie Cantey..... mcantey@shandonumc.org

Administrative Assistant to the Senior Pastor:

Sarah Conrad sconrad@shandonumc.org

Welcome

We are happy that you have chosen to have your wedding at Shandon United Methodist Church (Shandon UMC). We want to help make your wedding a spiritually significant and joyous occasion. It should be simple, reverent, and in keeping with the liturgy, rituals, and traditions of the church. Please remember the wedding ceremony is a service of worship. All weddings shall be conducted according to the policies of the *Book of Discipline* of the United Methodist Church.

The pastors, wedding directors, and the Worship Committee have tried to anticipate your questions and have developed this guide to help you. We will be happy to discuss other details and answer any other questions you have.

Membership

To reserve the facilities of Shandon UMC for a wedding, the bride, the groom, or one of their parents or grandparents must be a current member of Shandon UMC. Members are defined as individuals being an active participating member for at least six months prior to the scheduling of the wedding date on the church calendar.

Placement on the Church Calendar

Reservations for church facilities for the rehearsal, the rehearsal dinner, the ceremony, and/or reception must be made through the church office.

Upon your selection of a proposed wedding date, you should submit the Wedding Application Form on the Shandon UMC website. The Administrative Assistant to the Senior Pastor will contact you to confirm the availability of your proposed date. Once your wedding date is confirmed, you will be sent a copy of our Wedding Guidelines which includes a Wedding Application. **Please review these guidelines and return your completed Wedding Application to the administrative assistant to the senior pastor as soon as possible. Arrangements made by telephone are only tentative;** the church is not considered reserved until the wedding application is signed and returned and the officiating pastor has confirmed the date on his/her calendar.

Weddings will not be scheduled on the following holidays: Holy Week, Thanksgiving weekend (including Wednesday night), New Year's Eve, and New Year's Day. No weddings will be scheduled during the month of December.

Pastors

Weddings at Shandon UMC shall be performed by one or more of our pastors. If you would like another pastor to participate in the service, you will need to discuss your request with the officiating pastor from Shandon UMC. The pastors of Shandon UMC require pre-marital counseling. **It is recommended that you contact your officiating pastor six months prior to your wedding to discuss the schedule for the required pre-marital counseling.**

Wedding Directors

A team of two Shandon UMC wedding directors is required for all weddings at Shandon UMC. No outside directors may be used. Your wedding directors are employed by the wedding party and will implement church policies and be ready to assist the wedding party regarding all details of your wedding. It will be the responsibility of the wedding directors, in conjunction with the pastor, to direct the rehearsal and wedding. You should consult with your wedding directors soon after the wedding date is secured through the church office. **Payment for these services should be made payable directly to the wedding directors and is due at the church office 30 days prior to your wedding date.**

Marriage License

We recommend applying for your marriage license **at least two weeks** prior to the wedding date. There is a waiting period of **24 hours** in South Carolina. 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 may be obtained from the Richland County Courthouse, 1701 Main Street, Columbia, SC 29201.

Music

Minister of Music and Arts: Rev. Eddie Huss ehuss@shandonumc.org

Church Organist: Mr. Kipp Gill kgill@shandonumc.org

Shandon UMC's organist shall be the organist for all weddings at Shandon UMC. The organist will help you plan appropriate sacred music for the service. Please be in touch with him soon after you reserve the church for your wedding. If the church organist is not available, he will help in the selection of a suitable substitute. The organist will also be available to consult with you regarding soloists or instrumentalists and will play the organ for the wedding service. **Payment for these services should be made directly to the organist and are due in the church office 30 days prior to the wedding date.**

Soloists and/or instrumentalists should schedule an appointment with the church organist well in advance of the wedding to discuss musical selections to be performed. **Fees are payable directly to the soloist and are due prior to the wedding rehearsal.** Music should be in the organist's hands at least one month prior to the wedding to allow for adequate preparation.

Because a wedding is a service of worship, only sacred music is appropriate. Music for weddings at Shandon UMC should be similar in character to music at other worship services of the church. Secular love songs are not permitted. The officiating pastor and church organist have final approval of all music used in weddings at Shandon UMC.

Decorations and Flowers

Floral arrangements should be appropriate for a service of worship, with the cross and altar table being the focal point of the sanctuary. We encourage simplicity of decoration. Upon engaging the church for your wedding, you will be given a special sheet of instructions to give to your florist. **The couple must advise the florist/decorators of these policies.**

1. Flowers will be limited to the two altar vases and must be live arrangements. No artificial arrangements are allowed.
2. The florist/decorators should call the church office to schedule a time for decorating.
3. Use of floral or greenery containers not belonging to the church must be approved by the wedding directors. Containers which belong to the church may not be removed from the church.
4. Paraments reflecting the seasonal color or white may be used.
5. Chancel furnishings may not be moved.
6. For safety reasons, aisle cloths may not be used.
7. No decorations may be used that prevent free movement of the wedding party, the pastor(s) or are in conflict of local fire codes.
8. No tacks, nails, or tape of any kind may be used on pews or pew markers (torches).
9. When flower girls are used, they are only symbolic. Flower petals or confetti may not be dropped in the sanctuary. Glitter on arrangements and/or ribbons is not permitted.
10. Care should be taken to protect the carpet, hardwood and marble floors and altar coverings.
11. The church owns two pairs of candelabra that may be rented. Candles are furnished with the candelabra.
12. Any exterior decorations must be approved by the wedding directors.
13. It is the responsibility of the couple to remove all flowers and decorations promptly after the ceremony. The church is not responsible for decorations left after the wedding's conclusion.
14. Only candles provided by the church may be used in the pew end torches.

Wedding Photography

Make plans to have pictures made before and after the wedding. During the ceremony, pictures may be taken only from the balcony. Videotaping is allowed only from the balcony or discreetly from an unmanned camera in the choir loft.

Livestreaming is a good option for a couple who want to share their wedding experience with family members and friends who cannot attend the in-person service. Many photographers offer this additional service, or you may contact the administrative assistant to the senior pastor for additional information.

Wedding Programs

Shandon UMC does not produce programs for weddings. The following general outline is for the couple's use in preparing an order of service:

A Service of Christian Marriage

Prelude
Seating of Grandparents
Seating of Mothers
Processional
The Greeting
Declaration of Intent
Presentation of the Bride
The Response of Family and Friends
Prayer
Scripture Lesson
Homily
Prayer
Exchange of Wedding Vows
Blessing and Exchange of Rings
Special Music (if desired)
Declaration of Marriage
Special Music (if desired)
Blessing of the Marriage
The Lord's Prayer (sung, if desired)
Benediction
Recessional

Rehearsal

The rehearsal time (approximately one hour) should be arranged when the facilities for the wedding are reserved. In respect of everyone's time, the rehearsal should begin on time and proceed expeditiously.

The Facilities

- The **Sanctuary** will seat approximately 600 guests.
- **Player Hall** will accommodate 85 for a meal and 100 for a reception.
- **Wesley Fellowship Hall** will accommodate 60 for a meal and 75 for a reception
- The **Gym** will accommodate 300 for a meal and 400 for a reception. Because the gym is used for Sunday worship, it is not available for receptions on Saturdays.

It is the responsibility of the family to see that the church building and its equipment are not abused and that the regulations of the church are observed. **Smoking and alcoholic beverages are not permitted on the premises of Shandon UMC.**

We also ask that no part of the building be used except that part for which previous arrangements have been made. For dressing rooms, we reserve the Bride's Room, Parlor, and Conference Room for the bride and bridesmaids and Wesley Fellowship Hall for the groomsmen. A word of caution: Please do not leave personal belongings in the dressing rooms unattended during the wedding ceremony. The church cannot be responsible for any items left unattended.

Wedding Fees

Shandon UMC does not charge a fee to use the sanctuary. However, there are rental fees associated with the use of other rooms, such as the fellowship halls and the gym, which are sometimes used for rehearsal dinners or receptions. There are also fees to compensate various staff members for extra duties involved with your wedding (wedding directors, organist, custodians).

Our schedule of fees is as follows:

Facility Costs

Reception (Wesley Fellowship Hall)	\$100
Reception (Player Hall)	\$150
Reception (Gym)	\$200

Staff Fees

Members of the church staff serving beyond their regular duties are to be compensated for their services according to the following minimum scale. **These fees should be paid to the church office one month prior to the wedding.** Checks are to be made payable to each individual staff member and submitted to the Administrative Assistant to the Senior Pastor, who will distribute the checks to the appropriate parties. The ceremony will not be conducted until this has been done. Please do not ask us to make exceptions.

Pastors

The pastors make no specific charges. If you would like to make a gift to the pastor, a helpful guideline is to consider compensation for similar professionals, with consideration given to the time involved. This is traditionally considered the groom’s responsibility.

Wedding Directors

Rehearsal and Wedding in Sanctuary	\$400
<i>(2 directors, payment of \$200 to each)</i>	

Organist

Wedding Fee.....	\$400
<i>Wedding fee includes preparation of music, playing for the wedding service (including 25-minute prelude), the wedding rehearsal, and a planning meeting with the couple.</i>	
Additional Organist Fees	per extra rehearsal: \$75
<i>Includes preparation, rehearsing, and accompanying vocalists and/or instrumentalists.</i>	

Vocal and Instrumental Soloists

Shandon UMC does not set fees for individual vocalists or instrumentalists. Since vocalists and instrumentalists will determine their own fees, these fees may vary.

Custodial Fees

Base Fees

Wedding with Rehearsal*	\$150
Wedding Reception (Wesley Fellowship Hall)	\$100
Wedding Reception (Player Hall)	\$100
Wedding Reception (gym).....	\$150
Rehearsal Dinner at Church.....	\$75

**The custodial fee covers one hour before the rehearsal, the two hours prior to the start time of the wedding, and one hour of clean-up time following the wedding. If additional time is required, a \$35.00 per hour fee will be charged.*

Additional Custodial Set-Up Fees

If any of the following decorations are used, the set-up fee for each item will be added to the custodial base fee.

Candelabra (with candles)	\$50
Pew End Candles	\$70 set-up fee, plus \$5 per candle
Window Lamps and Candles	\$75

Shandon United Methodist Church Wedding Guidelines for Florists

To <name of florist> regarding the <name of bride & groom> wedding to be held at Shandon United Methodist Church at <time>, on <date>

Please contact Sarah Conrad, Administrative Assistant to the Senior Pastor, at sconrad@shandonumc.org or 803-722-1032 to arrange for the time when decorations may be placed in the church. The following guidelines have been established by the Worship Committee, and will be adhered to strictly:

Decorations

1. We encourage simplicity of decoration. The use of flowers, palms/ferns and candles should enhance the religious ceremony and central participants, not distract from them.
2. Flowers will be limited to the two altar vases and must be live arrangements. No artificial arrangements are allowed. All flowers and greenery must be removed following the wedding by the owner.
3. Only church-owned candelabras may be used within the chancel rail and in the choir loft. No greenery of any kind may be attached to the candelabra.
4. Chancel furnishings may not be moved. All these things are symbols of the church's faith in the context of which the wedding takes place. Bows may be used to mark the pews. No tape of any kind may be used on pews or pew markers (torches).
5. No tacks, nails or green floral tape are to be used on the pews or the pew markers (torches).
6. Flowers in the altar vases are to be no higher than 30 - 32 inches and must not touch the cross or candlesticks.
7. Flower girls are symbolic only. No petals or confetti should be dropped in the aisle.
8. All wedding flowers (bride's bouquet, attendants' flowers, corsages, boutonnieres) should be delivered to the church at least 1 ½ hours before the wedding.
9. The wedding directors will be responsible for seeing that these guidelines are observed and work carried on in a respectful manner as appropriate when working in a church sanctuary.
10. **Flowers are not to be placed on the altar during the wedding.** Flowers stands must be used.

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Wedding Application

Bride's Name _____ Shandon UMC Member ☐ Yes ☐ No

Bride's Address _____

Groom's Name _____ Shandon UMC Member ☐ Yes ☐ No

Groom's Address _____

If bride and groom are not members of Shandon UMC, please list the name of a parent or grandparent who is a member _____

Bride's Phone Number _____ Groom's Phone Number _____

Address After Marriage _____

Date of Wedding _____ Time _____ Officiating Pastor _____

Number of People in Wedding Party _____ Number of People Expected at Wedding _____

Date of Rehearsal _____ Time _____

Florist _____ Florist's Phone _____

Photographer _____ Video ☐ Yes ☐ No Livestreaming ☐ Yes ☐ No

☐ Reception will be at the church ☐ Reception will not be at the church

Number Expected at Reception _____

Room Choice ☐ Wesley Hall ☐ Player Hall ☐ Gym

Number of Tables _____

<p>PLEASE NOTE:</p> <p>Your wedding date will be confirmed upon receipt of this application by the church office.</p>	<p>I have received a copy of Shandon United Methodist Church's Wedding Guidelines</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Signature of the Bride or Groom _____ Date _____

Please return this application to the Administrative Assistant to the Senior Pastor

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Wedding Fees

Organist	\$	Base fee: \$400 Additional rehearsal with musicians or soloists: \$75 each
Custodian	\$	Base fee: \$150 for wedding with rehearsal Additional set up fees for candles/torches, rehearsal dinner, or reception at Shandon UMC (<i>see below</i>)
Additional Custodial Fees	\$	For rehearsal dinner: \$75 For reception in Player Hall or Wesley Hall: \$100 For reception in gym: \$150 For additional time: \$35 per hour
Candelabra	\$	\$50 per pair
Window Candles	\$	\$75
Pew End Torches	\$	\$70 set-up fee, plus \$5 per torch
Wedding Director No. 1	\$	Make out separate check to your directors for \$200 each
Wedding Director No. 2	\$	Make out separate check to your directors for \$200 each
Crossing Guard	\$	\$150 (\$50 per hour, 3 hours minimum) <i>Make check to Shandon UMC</i>
Wesley Hall	\$	\$100, <i>Make check to Shandon UMC</i>
Player Hall	\$	\$150, <i>Make check to Shandon UMC</i>
Gym	\$	\$200, <i>Make check to Shandon UMC</i>
TOTAL	\$	

You will receive a written breakdown of fees owed and the names of individuals receiving payments prior to your wedding. One month prior to your wedding date, please make individual checks payable to the individual staff members and send them to

Shandon United Methodist Church

Attn: Sarah Conrad
3407 Devine Street
Columbia, SC 29205

Wedding Directors

Daphne Blackstone ... daphneblackstone@gmail.com
Anna Boyle ... nonnaboyle@gmail.com
Carla Graf ... sumpk@shandonumc.org

Joanna Kleckley ... proudmammaj@gmail.com
Jennie Lambe ... jplambe@earthlink.net
Kathy Lentz ... rcleintz@bellsouth.net