

ARRANGING FOR A WEDDING

Reserving the Wedding

1. Trenholm Road UMC does not conduct weddings for non-members unless they are members of the church or preschool staff. All who wish to be married at TRUMC must be a member in good standing or have a parent who is a member in good standing. All weddings scheduled at Trenholm Road UMC must first be approved by the Senior Minister. Please contact the church office at 803.254.6695 to make an appointment with the Senior Minister.
2. If you plan to use the church's facilities for a reception, specific reservations as to location and time are to be made at the time that the wedding reservation is submitted.
3. No public announcement of a wedding date should be made before the date has been cleared with the church office and the minister. By all means, do not order your invitations until the date is cleared.
4. Only one wedding per day may be scheduled at Trenholm Road. **Weddings will not be scheduled between Palm Sunday and Easter Sunday, or in the season of Advent (generally the last weekend of November through the end of the year.)** Sunday weddings **may** be scheduled in consultation with the minister.

The Minister

1. The minister requires pre-marital counseling for the couple who desire to be married. Both bride and groom must be a professing Christian. An appointment should be made with the minister for counseling as plans for the wedding are being made. It is the responsibility of the couple to initiate counseling dates. The number and length of sessions may vary, and will be determined by the minister.
2. Should you desire to have another minister assist in the ceremony, the invitation to the guest minister should be extended by the minister of Trenholm Road. 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. A twenty-four (24) hour waiting period is required before you can secure a marriage license in South Carolina. Both parties must sign the applications, but either may pick up the license after the waiting period.
3. Persons eighteen (18) years of age and over may secure a marriage license without parental consent, but proof of age is required of all parties under the age of twenty-five. Those under eighteen (18) must have birth certificates and parental consent.
4. Please bring your marriage license with you to rehearsal, and leave it with the minister.

The Wedding Ceremony

1. The officially authorized and approved rituals of the United Methodist Church will be used at all weddings in the church. We will strictly adhere to the standards of liturgical decorum with regards to processions and recessions, etc. No banners shall be used.
2. The minister is responsible for the conduct of the rehearsal and the wedding, and is in charge of directions at the chancel and ceremony.
3. The wedding director works under the supervision of the minister and should contact the minister prior to the rehearsal to coordinate procedures and plans. The director is primarily responsible for getting the wedding party into the church, placing them in order at the chancel, and the order of the recessional. **All weddings shall be supervised by the specially trained persons certified by this church as a wedding director. Any outside coordinators retained by the bride and groom to assist with the planning of the wedding or reception will not be needed to assist with the church's chosen wedding director.**
4. You may consider a printed order of service for your wedding. Such orders require the approval of the minister.
5. Some couples may want to set their marriage ceremony within the context of the Sacrament of the Lord's Supper. If that is your choice, please remember that Holy Communion is an act of corporate worship and everyone present must be given an opportunity to commune. There will be no "private communion" served to the couple during the public ceremony. The minister will be happy to arrange for communion for the wedding party at the rehearsal, before the public ceremony, or afterwards.
6. Music should begin and candles are to be lighted approximately thirty (30) minutes before the ceremony begins. The processional should begin at the appointed hour.
7. Unity Candle Use: TRENHOLM ROAD does not have a unity candle holder and stand. If a unity candle is to be used, it is the bride's responsibility to make arrangements in advance to either rent one, or purchase the smaller "table top" style (available in bridal shops or the wedding section of décor and hobby stores) **and** provide an appropriate stand for it. The stand must be approved by the wedding director.
8. If you would like to have an acolyte for your wedding, please let your wedding director know as soon as possible so that one may be secured for you.
9. Once the hour has been chimed, all guests will be seated in the balcony.

Music For The Wedding

1. Music in the church, including wedding music, must be suitable for Christian worship. You will need to contact the church organist as soon as you set your date. Our church organist exercises "first right of refusal" over all weddings held at TRENHOLM ROAD. If the TRENHOLM ROAD organist is not available, an approved organist will be secured for you.
2. Hymns are most appropriate for a wedding and may be used as processionals, recessionals, or at other appropriate places in the service.

3. Music for the Christian wedding should be similar in character to music at other services of the church. Secular love songs are not permitted. The selection of music will be done in consultation with the church's organist.
4. Instruments other than organ or piano may be permitted such as violin, cello, or brass. Guitar may be permitted if played in a classical style by an accomplished guitarist.
5. **Recorded accompaniments, amplifiers, and other electronic equipment are prohibited.**
6. The organist, vocalist, and other instrumentalists at the wedding service in the church should wear robes or appropriate concert attire for the service. The church is happy to make these robes available should one be needed.

The Wedding Party

1. Ring bearers and/or flower girls, must be of a suitable age to perform their responsibilities. We suggest no younger than 4 years old.
2. It is recommended that attendants be kept to 6 per side (12 total) with a maximum of 8 (16 total).
3. Please ask all of your attendants and ushers to arrive on time for the rehearsal in appropriate attire, and urge them to conduct themselves with proper decorum during the rehearsal and the wedding. **All cell phones are to be set on silent for the rehearsal and the wedding.**
4. It is not always necessary that relatives and friends be seated on the "bride's" or "groom's" side of the church. Very often, it is well to seat the guests evenly on both sides of the church unless they request otherwise.

Decorating The Sanctuary For A Wedding and Floral Policies

1. The sanctuary is a place of beauty and elaborate decorations are not necessary. Decorations should not obscure or disguise the symbols of the church such as the cross, altar tables, etc.
2. The Cross and altar are the focal points of the sanctuary, and all decorations should focus upon that area.
3. No decorations may be placed in the chancel area.
4. Aisle cloths and banners are not allowed.
5. The use of excessive flowers or greenery is discouraged. The use of any floral or greenery containers belonging to the church must be approved by the Altar Guild. **Flowers, candles or other items of decoration are not to be placed on the altar rail or inside of the chancel. Palms will not be placed inside of the chancel area.** Containers may not be removed from the church for use elsewhere. Greenery or flowers may be used on the two tables in the narthex if desired. Altar flowers (**only**) from the wedding may remain in the sanctuary for the Sunday worship service at your request; provided that a member of the church has not already arranged for flowers in the sanctuary. In such an event, wedding flowers may be placed in the west foyer of the church. A note will be placed in the worship order to that effect. **If the altar flowers are to be left for Sunday worship, they must be fresh cut flowers. Artificial flowers are not to be used in any arrangements that are to be left for the Sunday worship services.** The florist should make

arrangements to come to the church to pick up a set of keys to use to get into the church to decorate. A \$10.00 (cash) key deposit must be left with the Business Administrator and will be returned upon the return of the keys after the wedding. **Any other greenery, plant life, or candelabra must be removed immediately following the ceremony by the florist or decorator. If special arrangements need to be made for this to take place, please call the Administrative Assistant for the Clergy two weeks prior to the wedding to make these arrangements.**

6. No tacks, sticky florist's clay, tape or anything harmful to the surface of wood may be used anywhere in the sanctuary. Flowers and candles are not to be placed or arranged in a manner that interferes with the altar, ceremony, or obscures the symbols.
7. No furnishings may be moved and care must be taken so that no decorations obstruct entrances to the chancel or prevent free movement of the minister and members of the wedding party.
8. The paraments for the season of the year remain in place for weddings. The Christian season determines the color of paraments, not the event in the church. The Altar Guild will be responsible for the proper paraments. Paraments for special seasons such as Lent will not be changed or removed for weddings.
9. Adequate precautions should be taken to prevent candle drippings on carpet and furnishings or fixtures. Florists, or others decorators, are responsible for removing candle drippings from carpet and furnishings immediately following the ceremony. **ONLY** Dripless candles are to be used in candelabra and candlesticks. Care must be taken to protect the altar coverings from candle wax. Plastic must be placed under the candelabra to protect the carpet. Candles are to be snuffed immediately after the ceremony.

Wedding Photography/Videography

It is the responsibility of the bride or groom to give a copy of these policies to the photographer.

1. Photographs are a treasured possession, and the minister will be glad to cooperate so that photographs may be made. **Photographers must not interfere with or intrude upon the worship experience of the congregation during the wedding. To that end, photographers will not be permitted in the chancel area, center aisle, or the front or side areas of the sanctuary during the ceremony. The ceremony begins with the chiming of the hour or the chiming of the trinity (three chimes) and from that point the photographer will need to be in the balcony for any other photos during the service. This means that photos of the processional are not permitted. The photographer may take photographs from the balcony during the ceremony and from the front door for the recessional only. Flash photographs are not permitted during the ceremony.** Photographs which require additional lighting or special equipment will be permitted **after** the wedding ceremony. Any photographs of the processional or parts of the ceremony that the bride would like to have may be staged during your photography time after the ceremony. **Videographers are also subject to these regulations.**
2. It is respectfully requested that any photographs requiring the minister be made first.
3. Television lights cannot be turned on, even at the request of the photographer.

Other Considerations

1. **Consumption of alcoholic beverages on the grounds of Trenholm Road UMC will result in the immediate dismissal of the person or persons responsible and may result in termination of the wedding proceedings.** Smoking is also prohibited anywhere in the church facilities or on the grounds.
2. **Bride's Room and Groomsmen Staging Areas Policy:**
Trenholm Road UMC provides a room for the bride and her attendants to prepare for the wedding. We also provide a room in our Leisure Ministries Building for the groomsmen. The bride's room (located in the choir room underneath the sanctuary) is newly renovated for the comfort and enjoyment of our wedding parties and we ask that there be **no eating or drinking (other than water) in this room**. We understand that brides and their attendants and family are at the church for a long period of time prior to the wedding to prepare so do utilize the choir room where the bride's room is located for any food or snack consumption. Also, please be mindful that the bride's room, choir room and groomsmen staging area are used on Sundays for Sunday school and choir. Please assign someone in your party or family to insure that these rooms are left in the condition they were in when used. All trash (especially food trash) is to be in the trash bins and any hangers or other items of clothing/assorted items are to be removed as well.
3. **Dining Room Policy:** The church parlor and dining room are available for small receptions (100-150 guests). Arrangements should be made at the same time the reservation is made for the wedding. The food service director may be contracted with to provide refreshments for the reception for a fee to be established by the food service director. Otherwise, the food service director must approve any caterer to be used and a member of the kitchen staff must be present during any event which involves the use of the church dining room or kitchen facilities. Decorations, refreshments, etc., are entirely the responsibility of the host. Any decorations or equipment used for the reception must be removed immediately after the reception. The use of the dining room or parlor does involve additional fees.
4. Hymnals and pew Bibles are **not** to be removed or used as padding or elevation.
5. Balloons are not to be used anywhere on the church property with the exception of the dining room if it is being used for the reception.
6. Tacks, nails, scotch tape, and glue are prohibited.
7. Rice and/or confetti, bubbles, sparklers, etc. are not to be used inside or outside of the church. Birdseed may be used in lieu of rice.
8. Bride and attendants may dress at the church. Rooms should be reserved in advance for dressing. Please see the Bride's Room and Groomsmen Staging Area section for instructions for their use.
9. 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.

FEE SCHEDULE

Members

Facilities and Personnel

a. Use of sanctuary	None
b. Custodian	\$150.00
c. Wedding Director	\$250.00
d. Organist	\$250.00
e. Soloist	\$150.00
f. Minister Fee	\$350.00
g. Use of facilities for rehearsal dinner	\$25.00
h. Use of facilities for reception	\$75.00
i. *Additional Kitchen Personnel (*required for non-TRENHOLM ROAD catered events) <u>(Actual cost to be determined by TRENHOLM ROAD kitchen staff based on event specifics.)</u>	\$50 <u>minimum</u>
j. Custodian for rehearsal dinner	\$75.00
k. Custodian for reception	\$100.00

1. Fees for broken, damaged, or lost furnishings and equipment will be determined by the Board of Trustees, and will be billed by the church office to the bride and groom.
2. The minister will use his/her discretion regarding fees in extenuating circumstances.
3. Checks should be made payable to TRENHOLM ROAD UMC. Fees due ***no later than two weeks prior to the wedding date.***
4. Persons planning for a wedding should consult with the minister regarding any information not covered in this booklet.
5. ***THERE WILL BE NO EXCEPTIONS TO THIS POLICY with the exception of Addendum #2 above.***

We, _____, understand fully all fees and policies set forth in this wedding booklet by Trenholm Road United Methodist Church. By our signature, we agree to abide by these regulations and fees including any penalties due to damaged furnishings, equipment, or property as a result of non-compliance with these policies or carelessness of any kind.

Signed: _____ and _____

Minister: _____ Date: _____