

***ASHLAND***

***UNITED METHODIST CHURCH***

***GUIDELINES FOR WEDDINGS***

***2600 ASHLAND ROAD***

***COLUMBIA, SOUTH CAROLINA***

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**TELEPHONE: 798-5350, 798-5195**

**ADDRESS: 2600 ASHLAND ROAD, COLUMBIA, S. C. 29210**

**8 AM – 3:30 PM**  
**9 AM - Noon**

**OFFICE HOURS:**  
**MONDAY - THURSDAY**  
**Volunteer**

## **THE CHURCH**

A wedding in the sanctuary of Ashland United Methodist Church is a service of Christian worship. Before firm plans are made, the engaged couple should know and agree with the church wedding and building policies.

The pastor and the church office must be contacted before a definite date is set to determine availability of church facilities. The exact dates and times for your rehearsal and wedding will be placed on the church calendar. If you plan to use the church facilities for a reception and/or rehearsal dinner, you must schedule the use of Ashland Hall and the kitchen at that time also.

Dates for non-members can only be set six months in advance and a non-refundable deposit is required in order to reserve dates.

The church buildings are available with the following stipulations:

- a) The wedding will be carried out as a worship service. The actions and attire of the wedding party, the musical selections, and the manner of the occasion must be fitting for a service of divine worship.
- b) The use of alcoholic beverages on the church premises is prohibited. Smoking is not permitted in any church building.
- c) The throwing of any items near church entrances is prohibited. Birdseed may only be thrown in the parking lot near the automobile in which the bride and groom will depart. The bride and groom must inform family and friends of this restriction.
- d) Decorating of the couple's car should be restricted to the parking area with those doing so being responsible for any necessary clean up to the parking area. The bride and groom must inform family and friends of this restriction.

## **THE PASTOR**

The pastor of Ashland UMC is available to officiate at the marriage of members. The pastor is available also for non-members. If the service of another pastor is desired, the permission of Ashland's pastor is required and an invitation will be extended by him.

An appointment should be made with the pastor for counseling concerning plans for the wedding and preparation for marriage. The length of the counseling sessions will be determined by the pastor.

The pastor is responsible for interpreting the policy of the church and for conducting both the rehearsal and the wedding.

## **THE MUSIC**

The Ashland Methodist Church organist plays for all weddings at the church. He will provide guidance for appropriate music. Music for a wedding should be similar in character to music at other services of worship. *Secular love songs are not permitted.*

Make reservations with the organist once your wedding reservations have been confirmed. (If unavailable, he will be able to provide you with the names of other organists whom you could contact.)

## **THE WEDDING CEREMONY**

The pastor is responsible for conducting the rehearsal and the wedding. The wedding coordinator works under the pastor's guidelines and supervision.

The ritual of the United Methodist Church will usually be used. This can be personalized by your own selections of appropriate scripture passages, music, poetry, vows, or prayers. If you desire to personalize your ceremony, please discuss any changes you desire with the pastor. The pastor will share an outline of the worship service in your meeting with him.

The sacrament of the Lord's Supper may be served as long as the entire congregation is invited. No "private communion" will be served the couple during the ceremony. If the sacrament is desired, please discuss this with the pastor and wedding coordinator early in the planning stages of the wedding.

The sound system is not usually needed. If you desire to use it, the church secretary can provide you with the names of sound system personnel. Discuss the fee for his services with him directly.

## **CIVIL PREPARATION**

A wedding cannot be conducted without a valid South Carolina marriage license which must be secured from the Probate Court in any county in South Carolina. The wedding need not be held in the same county in which the license was issued. A 24-hour waiting period is required before securing a license.

No blood test is required.

## DECORATING THE SANCTUARY

The sanctuary of Ashland Church has been designed as a place for Christian worship. Elaborate decorations are not necessary and are discouraged.

The cross and stained glass window are focal points of the sanctuary and decorations should not obscure or detract from it.

Parament colors reflect the church season and may not be changed.

Lighted window decorations are prohibited.

No nails, tacks, wire, gummed or scotch tape, thorny vines or evergreens may be used where use of such could result in damage to church property. Care must be taken to protect furnishings and carpet from moisture from plants, palms, ferns, etc. (Any damaged property must be refinished or replaced to the satisfaction of the Trustees.)

To prevent damage/stain to the carpet, flower girls may not use fresh flower petals if petals are to be dropped in the aisle. Silk petals are permitted.

If acolytes and/or crucifer are to be part of the service, it is recommended that children who serve Ashland in that capacity be used as they have been trained and the robes will accommodate their various sizes. Should you prefer children who do not participate in Ashland's program, it is the bride's responsibility to see that robes will fit those children. Temporary alterations, such as hemming, may be made as long as they are reversed by the person making the alterations immediately after the service.

Decorations must not conflict with fire ordinances and should not be placed in a way that would prevent free movement of the pastor and/or members of the bridal party.

The bridal party is responsible for all work done in the church by the florist, family, or others. It is important that the bridal party acquaint these people with the church policies outlined in this booklet.

Decorations must be removed by the decorators immediately after the ceremony. The custodian is not responsible for moving or removing decorations. The church assumes no responsibility for decorations and equipment left in the church.

Flowers used for a wedding on Saturday may be used in the Sunday service if the reservation has been made on the church flower calendar by the church secretary.

If your wedding is scheduled during the Christmas season and the church is already decorated, no additional flower arrangements may be used and existing decorations in the narthex or sanctuary may not be moved. No weddings will be permitted during Holy Week.

Changes to narthex decorations may not be made without permission of the minister. Person making changes is responsible for returning decorations to original state immediately after wedding.

Candles are prohibited in the narthex.

The guest register may be set up in the narthex.

The building will available three hours prior to the wedding service and one hour afterwards.

The church has available for use:

Kneeling bench

Candelabra (*Bride is responsible for securing metal candles with wax inserts.*)

Podium for guest book

## **RECEPTION AT THE CHURCH**

Church facilities may be used for wedding receptions. Reservations should be made for use of space at the time the wedding is scheduled.

Tables and metal folding chairs are available for use in Ashland Hall. Arrangements for set-up and use of these items should be coordinated through the church wedding coordinator. *Linens are NOT provided.*

The wedding party is responsible for securing caterers. The kitchen may be used by the caterer but no supplies, flatware, or dishes belonging to Ashland Church may be used without permission. All items used must be cleaned and put back in appropriate places.

Ashland Hall will be available at 10 AM on the day of the rehearsal. Contact the church secretary to arrange access to the room. *The church assumes no responsibility for items left overnight.* Ashland Hall will be opened three hours before the start of the wedding service.

If the reception is held on Saturday night, Ashland Hall must be vacated by 10:00 P.M. in order for the custodian to clean and set up for the contemporary service on Sunday morning

## **PHOTOGRAPHY**

One approved photographer is allowed to take pictures in the church. Flash pictures are NOT permitted in the sanctuary during the ceremony. The wedding ceremony begins with the playing of the processional and ends with the recessional. Non-flash exposures may be taken from the rear of the sanctuary only.

The photographer may take a flash picture as the bride enters the sanctuary and as the couple leaves the sanctuary provided he/she does not enter the sanctuary beyond the last few pews. Any kind of equipment may be used before or following the ceremony.

Sanctuary pictures must be finished forty-five minutes prior to the start of the service.

The photographer must remove shoes before standing on the pews to take pictures.

It is requested that pictures with the pastor be taken first and that the photographer then excuse the pastor before proceeding to take other pictures.

It is the bride's responsibility to acquaint the photographer with the church policies outlined above. In addition, it is the responsibility of the bride and groom and their families to inform all guests, in advance of the wedding day, of the policy regarding flash pictures.

## **VIDEOGRAPHY AND MOVIES**

Videotaping of the service is permitted. The camera must be set up on a stationery stand in the rear of the sanctuary. No additional lighting will be permitted. Only one video camera is permitted in the sanctuary. Video taping of the reception, if held at the church, is not restricted.

Tripods, drop cords or equipment may not extend into any aisle.

Equipment must be in place at least 45 minutes prior to the ceremony.

It is the bride's responsibility to acquaint the videographer with the church policies outlined above.

## THE WEDDING COORDINATOR

The wedding coordinator, who is appointed by and serves on the Worship Committee and who is trained in liturgical procedures, will coordinate the wedding activities.

The wedding coordinator is responsible for the following:

- 1) Coordinates set-up needs and times with custodian;
- 2) Unlocks doors for wedding and rehearsal events as well as for florist and caterer;
- 3) Remains on premises for duration of rehearsal/rehearsal dinner/wedding/reception activities;
- 4) Ensures that guidelines are adhered to by florist, photographer, videographer, and caterer;
- 5) Sees that sanctuary decorations are removed and that caterer cleans/puts away church items;
- 6) Secures facilities following the events;
- 7) Responsible for items belonging to Ashland;
- 8) Serves as wedding director and as such is responsible for the following:
  - a) Giving corsages and boutonnieres to appropriate persons;
  - b) Instructing ushers;
  - c) Seeing that ushers light candles at appropriate time;
  - d) Seating of parents and grandparents;
  - e) Under pastor's guidance, at rehearsal, instructs members of wedding party on what they are to do (when to enter/exit, where and how to stand, etc.)

Sometimes the bridal couple will have a special friend or relative they wish to "direct" the wedding. If this person is trained in liturgical procedures, he/she will be allowed to assist the wedding coordinator.

## THE CUSTODIAN

Weddings are not part of Ashland's custodian's paid responsibilities with the church. The bridal party will be responsible for giving proper remuneration to the custodian for his services.

The custodian is responsible for:

- 1) Having the sanctuary clean before both the rehearsal and wedding;
- 2) Having Ashland Hall and kitchen clean if there is a rehearsal dinner or reception and set up as indicated by the wedding coordinator;
- 3) Having dressing rooms and restrooms cleaned and stocked with supplies;
- 4) After use of building, vacuums sanctuary/narthex, cleans, re-stocks restrooms, empties trash cans, and has facilities ready for the next day's needs.

## SCHEDULE OF FEES FOR THE WEDDING (NON-MEMBERS)

If the neither the bride nor the groom is a member of Ashland United Methodist Church, nor the child or parent of a member, fees for use of the church facilities are required. ***Payment of fee to reserve sanctuary/Ashland Hall is required at the time of reservation to hold date and is non-refundable.***

	Wedding/rehearsal in the sanctuary	225
	Reception in Ashland Hall	125
	Rehearsal Dinner in Ashland Hall	125
	Candles for pew torches	15
<b>ORGANIST</b>	Consultation, Rehearsal, Wedding	150
<b>SOLOIST/ INSTRUMENTALIST</b>	Fee set by individual(s)	—
<b>CUSTODIAN</b>	Wedding, rehearsal, rehearsal dinner, reception	250
	Wedding, Rehearsal, reception	175
	Wedding and rehearsal	125
	Wedding only	75
<b>WEDDING COORDINATOR</b>	Wedding, rehearsal, rehearsal dinner, reception	200
	Wedding, Rehearsal, reception	175
	Wedding and rehearsal	150
	Wedding only	100

People ask, "What shall we give the pastor?" There is no set "fee" as such. It is strictly up to you. The following factors are usually taken into consideration: time spent in the preliminary discussion of your wedding plans; time spent in pre-marital counseling and in working through the details of your ceremony with you; responsibility for the rehearsal and the ceremony itself and in supervision of other persons who provide special services. Another factor usually considered is the amount being paid to other persons for their special services at your wedding.

### **FEE CHECK LIST for NON-MEMBER**

Pastor	_____
Organist	_____
Pianist	_____
Soloist/Instrumentalist	_____
Wedding Coordinator	_____
Custodian	_____
Use of Facilities:	
Sanctuary	_____
Ashland Hall (Reception)	_____
Ashland Hall (Rehearsal Dinner)	_____

**All fees must be received by the church two full weeks prior to the rehearsal. Checks should be made payable to the appropriate individuals, whose names are located on the last page of the guidelines, with "wedding fees" designation on the lower left hand corner of the checks.**

## SCHEDULE OF FEES FOR THE WEDDING (MEMBERS)

<b>ORGANIST</b>	Consultation, Rehearsal, Wedding	150
<b>CUSTODIAN</b>	Wedding, rehearsal, rehearsal dinner, reception	250
	Wedding, Rehearsal, reception	175
	Wedding and rehearsal	125
	Wedding only	75
<b>WEDDING COORDINATOR</b>	Wedding, rehearsal, rehearsal dinner, reception	200
	Wedding, Rehearsal, reception	175
	Wedding and rehearsal	150
	Wedding only	100
<b>CANDLES FOR PEW TORCHES</b>		25
<b>PEW TORCH COORDINATOR</b>	Sets up and dismantles torches	100
<b>PASTOR</b>	Suggested Minimum fee	

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### FEE CHECK LIST for MEMBER

Pastor	_____	
Organist	_____	
Pianist	_____	
Pew Torch Coordinator	_____	(Name will be provided)
Check for pew torch candles	_____	(Designate "for Worship Committee")
Wedding Coordinator	_____	
Custodian	_____	

**All fees must be received by the church two full weeks prior to the rehearsal. Checks should be made payable to the appropriate individuals, whose names are located on the last page of the Guidelines, with "wedding fees" designation on the lower left hand corner of the checks.**

## CHECK LIST FOR THE BRIDAL PARTY:

Before announcement of date is made:

- Confirm pastor
- Confirm church availability and pay deposit, if applicable
- Confirm organist/soloist/other musicians
- Confirm wedding coordinator

Two Months before wedding:

- Arrange counseling sessions with pastor
- Select music for wedding and get approval
- Select wedding service to be used
- Inform caterer, florist, photographer, and videographer of church's wedding policies

Two weeks before wedding:

- Obtain marriage license
- Give wedding coordinator final arrangements for rehearsal dinner and/or reception set up
- Make checks payable to individuals helping with the service and mail them to Ashland Church.

One week before the wedding:

- Notify wedding coordinator of any last-minute changes in arrangements (times, set up, etc.)
- If you plan to invite the pastor or others participating in your wedding to a rehearsal dinner or to the reception, please do so prior to the evening of the rehearsal.

## REFERENCE NAMES AND TELEPHONE NUMBERS

PASTOR	MIKE BRUCE	798-5350
ORGANIST	ROBERT NEESE	926-7306
COORDINATOR	JEAN JACKSON	237-0893
CUSTODIAN	CALL CHURCH OFFICE	
SECRETARY	MARIA ANDERSON	798-5350

