

Shandon United Methodist Church
Wedding Guidelines



3407 Devine Street Columbia, SC 29205

(803) 256-8383 www.shandon-umc.org

Wedding Guidelines

**Shandon United Methodist Church
3407 Devine Street
Columbia, South Carolina 29205**

Phone (803) 256-8383 ext. 101 jcox@shandon-umc.org

Ministers: Rev. C. E. “Smoke” Kanipe skanipe@shandon-umc.org
 Rev. James Grubb jgrubb@shandon-umc.org
 Rev. Shannon Bullion sbullion@shandon-umc.org

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 ministers, 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 Sanctuary or the Chapel for a wedding, **the bride, the groom, or one of their parents or grandparents must be a current member** of Shandon United Methodist Church. 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 engagement and selection of a proposed wedding date, you should contact the Administrative Assistant for the Senior Minister (Jennifer Cox) as far in advance as possible to insure the availability of the church, the minister and the organist. Once your wedding date is confirmed by the minister, 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 Jennifer Cox at jcox@shandon-umc.org** as soon as possible so she can assign your wedding directors. **Arrangements made by telephone are only tentative.** The church is not considered **reserved** until the wedding application is signed and returned **AND** the officiating minister 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.**

COVID-19 Protocol

Because COVID-19 will be with us for the foreseeable future, transmission of this virus could occur during the resumption of in-person church activities, including weddings. Until pandemic restrictions are lifted, Shandon UMC's basic plan is to have only the families and wedding party attend in person. There is some flexibility on exactly how many people that is, depending on the size of your family and wedding party.

Livestreaming is a good option for a couple who wants to share their wedding experience with family members and friends who cannot attend the in-person service. At this time, the church does not have a staff member to provide live streaming services for wedding ceremonies; therefore, if a couple chooses to livestream the wedding, it will be the responsibility of the bride and groom to provide someone to assist in that regard.

The current church policies for in-person worship include socially distanced seating and masks for the congregation. You and the wedding directors and/or the minister can determine exactly what “socially distanced” will look like for your wedding.

Ministers

Weddings at Shandon United Methodist Church will be performed by one or more of our ministers. If you would like another minister to participate in the service, you will need to discuss your request with the Senior Minister. The ministers of Shandon UMC require pre-marital counseling. It is recommended that you contact your officiating minister **six months** prior to your wedding to discuss the schedule for the **REQUIRED** pre-marital counseling. The ministers like to meet with the bride and groom twice before the wedding – once several months ahead of time, and once close to the wedding.

Wedding Directors

It is the policy of this church that a team of two wedding directors handle all weddings at Shandon UMC. 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 ministers, to direct the rehearsal and wedding. (Contact information for the wedding directors is available in the church office). **No outside directors may be used.** You are required to consult with your wedding directors as soon as the date is secured through the church office. Payment for these services should be made payable directly to the wedding directors and are due at the church office **30 days prior** to your wedding date.

Music

Minister of Music and Arts: Rev. Eddie Huss ehuss@shandon-umc.org

Church Organist: Mrs. Debbie Bauer dbauer@shandon-umc.org

Music for your wedding will be arranged through the church organist, who will help you plan appropriate sacred music for the service. Please be in touch with her as soon as you reserve the church for your wedding. Shandon UMC's organist will be the organist for all weddings. If the church organist is not available, she 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. The church organist will discuss the fees with you. **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.**

If a soloist is desired, the singer must be approved by the church organist before the rehearsal date, as rehearsals must occur before that time. 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 minister and church organist have final approval of all music used in weddings at Shandon UMC.

Decorations and Flowers

Floral arrangements should be appropriate for the worship service with the cross and the Altar Table as 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 bride 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. The church office will share with the florist the times the church will be open for decorating. The church is open two hours prior to the wedding and one hour after. Our Custodian is not available beyond those times.
3. Upon engaging the church, the bride must inform the Administrative Assistant for the Senior Minister (Jennifer Cox) whether flowers are to be left for Sunday worship services. They may be dedicated in honor of the wedding or in memory of a loved one. The bride is responsible for the wording to appear in the bulletin.
4. 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.
5. Paraments reflecting the seasonal color or white may be used.
6. **A maximum of six palms and/or ferns may be used inside the chancel rail and/or the pulpit level and candelabra may be used within the chancel rail and the choir loft.**
7. Chancel furnishings may not be moved. Other furnishings not to be removed include: Bibles, the Altar Table, the lectern, and the pulpit.
8. For safety reasons, aisle cloths will not be used.

9. No decorations may be used that prevent free movement of the wedding party, the minister (s) or are in conflict of local fire codes.
10. No tacks, nails, or tape of any kind may be used on pews or pew markers (torches).
11. 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.
12. Care should be taken to protect the carpet, hardwood and marble floors and altar coverings.
13. Only dripless candles may be used. Candles should be snuffed immediately after the ceremony. Please use the “candle snuffer” for this process. Do not blow out the candles. A protective covering should be put under all candles. The church owns two pairs of candelabra that may be rented. Candles are furnished with the candelabra.
14. Acolytes are trained to light candles at all services of worship and are available for weddings as well, upon request.
15. If decorations are not removed promptly after the ceremony, our Custodian will remove them. The church is not responsible for decorations left after the wedding’s conclusion.

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.

Wedding Photographs

Make plans to have pictures made before and after the wedding. This is a worship service, so no pictures may be taken during the ceremony. No cameras are allowed in the Sanctuary. No videotaping is allowed in the choir loft (this includes unmanned cameras). Videotaping is only allowed in the balcony.

Wedding Programs

Shandon United Methodist Church **does not** produce programs for weddings. The following guidelines are for the bride's use in preparing an order of service (in consultation first with the ministers) prior to submitting the order of service to the printers.

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 (if desired)

Prayer

Exchange of Wedding Vows

Blessing and Exchange of Rings

Declaration of Marriage

Solo (if desired)

Blessing of the Marriage

The Lord's Prayer (in unison or sung)(if desired)

Benediction

Recessional

Rehearsal

The rehearsal time (approximately one hour) should be arranged when the facilities for the wedding are initially reserved, so various members of the wedding party can plan their schedules accordingly. In fairness to the minister, the wedding directors, and others involved, the rehearsal must begin *promptly* as scheduled and should proceed without unnecessary delay. At the rehearsal, the wedding directors will give the schedule for members of the wedding party to arrive for the ceremony. Dressing areas for the bride and her attendants will be assigned at this time. It is necessary for only the bridal party, parents, and grandparents attend the rehearsal.

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.

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, such as **NO SMOKING AND NO ALCOHOLIC BEVERAGES ON THE PREMISES**, be carried out.

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 during the wedding ceremony. The church cannot be responsible for any items left unattended.

Wedding Fees

Shandon United Methodist Church **does not charge** a facility 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 for set-up and clean-up of facilities, set-up of pew end torches and candles, etc.). Our schedule of fees is as follows:

Facility Costs

Reception (Wesley Fellowship Hall).....	\$100.00
Reception (Player Hall).....	\$150.00
Reception (Gym).....	\$200.00

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 church office c/o Jennifer Cox, 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.

Ministers

The ministers make no specific charges. The compensation should be as with other professional persons, with consideration given to time involved (consultations, rehearsals, wedding). This is usually the groom's responsibility.

Wedding Directors

Rehearsal and Wedding in Sanctuary\$300
(2 directors, payments of \$150 to each)

Organist

Wedding (Sanctuary)\$275.00

Organist’s fees include:

Preparation of music, playing for the wedding service, the wedding rehearsal, and a planning meeting with the bride.

Additional Organist Fees:

Preparation, rehearsing, and accompanying vocalists and/or instrumentalists is an extra charge of \$50 each, for the organist.

For example:

Organist base fee: \$275, with one vocalist or instrumentalist: \$325, with two: \$375, etc.

Vocal and Instrumentalist Soloists:

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

Custodial Fees

Base Fees

Wedding with Rehearsal	\$125.00
Wedding without Rehearsal	\$75.00
Wedding Reception (Wesley Fellowship Hall)	\$100.00
Wedding Reception (Player Hall).....	\$100.00
Wedding Reception (gym)	\$150.00
Rehearsal Dinners at Church.....	\$75.00

(The custodial fee covers 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 charge of \$25.00 per hour will be required.)

***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).....	\$50.00
*Pew End Candles	\$220.00
<i>(22 candles @\$10 each)</i>	
*Window Lamps and Candles.....	\$75.00

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 _____, 202____ (date)

Please call Jennifer Cox at the church office (256-8383 ext. 101) 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. A maximum of six palms and/or ferns may be used inside the chancel rail and/or on the pulpit level. All palms and/or ferns must be covered and padded and placed in plastic so they will not damage the flooring. Church hymnals should not be used for padding. All greenery must be removed following the wedding by the owner.
3. Candelabra may be used within the chancel rail and in the choir loft. No greenery of any kind may be attached to the candelabra. If florist provides candelabra, only dripless candles (no more than four) may be used.
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. Flooring must be protected from candles, etc. The necessary materials are available at the church, so please inquire about them.
6. No tacks, nails or green floral tape are to be used on the pews or the pew markers (torches).

7. Flowers in the altar vases are to be no higher than 30 - 32 inches and must not touch the cross or candlesticks.
8. Flower girls are symbolic only and we ask that they drop no petals or confetti down the aisle.
9. For safety reasons, no aisle cloths may be used.
10. All wedding flowers (bride's bouquet, attendants' flowers, corsages, boutonnieres) should be delivered to the church at least 1 ½ hours before the wedding.
11. 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.
12. Flowers are NOT to be placed on the altar during the wedding. Flowers stands must be used.



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Wedding Application

Date of Application _____

Bride's Name: _____ Shandon UMC Member ____ Yes ____ No

Bride's Address: _____

Groom's Name: _____ Shandon Church Member ____ Yes ____ No

Groom's Address: _____

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

Address After Marriage: _____

Date of Wedding: _____ Time: _____ Officiating Minister: _____

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

Sanctuary: ____ Yes ____ No Chapel: ____ Yes ____ No

Date of Rehearsal: _____ Time: _____

Florist: _____ Florist's Phone: _____

Photographer: _____ Video Taping ____ Yes ____ No

Livestream ____ Yes ____ By Whom: _____

Reception: _____ will be at the church Reception: _____ will not be at the church

Number Expected at Reception: _____ Room Choice: Wesley Hall Player Hall Gym

Special Instructions for room arrangements: _____

Number of Tables: _____

I have received a copy of Shandon United Methodist Church's Guidelines: ____ Yes ____ No

Please note: Your wedding date will be confirmed upon receipt of this application by the church office. Any marriage taking place in this church, regardless of presiding minister, is recorded in our Church History. For this purpose, we require a copy of your marriage license.

Signature of the Bride: _____

Please return this Application to Jennifer Cox in the Church Office
Shandon United Methodist Church

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Wedding Fees

Organist:	\$:	\$275.00 (There are additional organist fees for rehearsal and coordination with accompanying soloists and/or musicians. (Please see page 13).
Custodian:	\$:	
Candelabra:	\$:	\$50.00 per pair
Window Candles:	\$:	\$75.00
Pew End Torches:	\$:	\$220.00 (\$10 each)
*Wedding Director No. 1:	\$:	Make out separate check to your directors for \$150.00 each
*Wedding Director No. 2:	\$:	Make out separate check to your directors for \$150.00 each
Crossing Guard:	\$:	\$140 for 3 hours - Make check to Shandon UMC
Chapel Fee:	\$:	
Wesley Hall:	\$:	
Player Hall:	\$:	
Gym:	\$:	
TOTAL:	\$:_____	

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, c/o Jennifer Cox, 3407 Devine Street, Columbia, SC 29205

(You will receive a written break down of fees owed and the names of individuals receiving all payments prior to your wedding)

Organist: Debbie Bauer	Wedding Directors:	_____ Nola Covington jimcovington@bellsouth.net Ruth Ellis rsellis@sc.rr.com
		_____ Donna Pearman pjoemaj@aol.com Lee Embler emblerpaul@bellsouth.net
		_____ Anna Boyle nonnaboyle@gmail.com Kathy Lentz RcLentz@bellsouth.net
		_____ Carla Graf sumpk@shandon-umc.org Jennie Lambe JPLambe@earthlink.net