

SECTION 2.0

GUIDELINES

For the use of First Methodist

Sanctuary (for Weddings)

2.1 General

A Christian wedding is not only a religious ceremony but is primarily a service of divine worship. It should be so understood by all that participate in it. In order that this church, its minister and staff may be helpful in planning your wedding, it is necessary to observe the enclosed rules.

It is the church's desire to use our facilities for their intended purpose. The sanctuary is a place that should be reserved for services of divine worship only. Please consider using the Fellowship Hall for any service not appropriate for our sanctuary's intent.

The general guidelines and principles at the front of this manual apply to the use of the sanctuary. These guidelines include the following:

Priorities and Exclusions Reservations and Arrangements Miscellaneous

The maximum capacity of the FUMC sanctuary is 360 persons. This number has been established by our insurance carrier and is mandated for safe use of the facility by the local building fire code. Please do not exceed the capacity listed above for any reason. The center aisle of the sanctuary, the side aisles and the balcony stairs are not to be blocked in any way that would hinder an individual's exit of the building in the event of an emergency.

If any audible alarm sounds, occupants must evacuate the building immediately. Local police and fire departments monitor all alarms originating from the church and will respond quickly. Please remain outside the building until proper authorities have given you permission to return.

It is important that our facilities be convenient, accessible and secure for the wedding party both during the rehearsal and on the wedding day. In order to ensure the safe and appropriate use of the facility, the wedding party will be required to pay a custodial fee to secure the presence of the church custodian. The wedding party must also designate a Host, who is a current member of FUMC, who will be present throughout any activities. The host and custodian will ensure that the church security system, HVAC system, lighting and other needs of the wedding party are fully met.

2.2 Arrangements

- A. As soon as a wedding date has been established, the parties concerned (particularly the bride and family) should contact the minister and the church office about the date and time for the rehearsal and wedding ceremony.
- B. According to Methodist Policy and Discipline, the Pastor of the church is in complete charge of all services held in his/her church and parish. Ministerial ethics require that the Pastor of the church perform all such services. However, the Pastor may invite another ordained clergyperson to assist or to perform the duties in his/her absence.
- C. Methodist Discipline, Paragraph 439, 1f, 1988 Book of Discipline: *Among the Pastor's duties is the following: To perform the marriage ceremony after due counsel with the parties involved. The decision to perform a ceremony shall be the right and responsibility of the Pastor. Qualifications for performing marriages shall be in accordance with the laws of the state and the United Methodist Church.*
- D. Wedding, Funeral and Baptism regulations must be observed.
- E. The Pastor must approve all outside speakers.

2.3 Reservations

- A. The use of the sanctuary, Caston Parlor, Fellowship Hall and other facilities for a wedding is reserved for the members of First United Methodist Church and their immediate families. These facilities may not be rented to persons outside the membership for weddings. This shall in no way be construed to abrogate the authority given the appointed pastor by The Discipline of the United Methodist Church related to decisions regarding services of divine worship.
- B. Reservations for the use of the sanctuary, Caston Parlor, Fellowship Hall and other facilities required for a wedding must be made through the church office. A separate application form for each facility is to be completed and submitted to the church office for approval. Forms are available online at the First Methodist website (www.cherawfumc.org) under the Resources tab as *Application For Use of Facilities*.

2.4 Attire

Traditional, formal wedding attire is required with no exceptions. Dressing facilities are available at the church for the wedding party.

Groom and party may dress in the second floor area of the Sunday School classrooms (200 series rooms). Restrooms are available in that area.

Bride and party may dress in Room 105, adjacent to the parlor. Restroom is adjacent.

2.5 Decorations for all Facilities

A. Final approval for all decorations for weddings and other associated functions are the responsibility of the Trustees, Altar Guild Chairperson or the Pastor of the church.

B. Flowers, Decorations and Greenery:

1. NO ARTIFICIAL FLOWERS ARE TO BE USED ON THE ALTAR. Silk flowers may be used by members of the bridal party.
2. Flowers for Sunday and special worship services are reserved, placed, arranged and removed by designated church volunteers. Vases should always be carried to the sacristy before removing flowers in order to prevent soiling of the paraments or carpet.
3. No Altar flowers shall be placed in front of the cross or exceed the arms of the cross in height.
4. If a flower girl is used and petals are dropped, an aisle runner must be used. The runner is provided by the florist and at the bridal party's expense.
5. Sanctuary flowers should be placed on the altar only in church-provided containers, except when a pedestal is used for regular worship services.
6. No decorations will be permitted which would in any way constitute a fire hazard.
7. Nails, tacks, tape, adhesives, thorny vines and evergreens may not be used in or on the walls, shutters, woodwork or furniture in the sanctuary or on the communion/chancel rails. Small amounts of greenery and ribbon may be used on the wall sconces. Pew markers are limited to four pews on each side of the aisle.
8. Decorations are not permitted which would mar or deface any part of the building or its furnishings. No plain, uncovered wire can be used.
9. A limit of four ferns may be used on church-provided pedestals which must be placed only between the communion rail and the forward section of the Chancel rail nearest the congregation. Ferns or plants should be cleaned (dead material removed) and containers should be free of standing water.
10. The wedding party is responsible for removal of all decorations upon completion of the wedding service (prior to the church being closed by the custodian).

C. Furniture and Fixtures:

1. The Pulpit Bible may not be removed or covered at any time.
2. The Baptismal Font may not be moved.
3. The Altar and the Cross thereon may not be moved.
4. Hymnals and Pew Bibles may not be moved.
5. Communion Rail Kneelers may not be moved, except the two center cushions.
6. Table and chairs removed from the Sunday School classrooms must be returned.
7. The shutters at the windows are to remain closed.

D. Candles:

1. The candles on the altar should be lit during the entire service, being lit before the service begins and extinguished after the service is over.
2. It is recommended that additional candelabras not be used. If used, however, they must be limited to two and placed only on the Chancel Level. Unity candelabra may be

used but may not be placed on the Altar level, instead they should be placed beside the rail on the chancel level.

3. Non-drip candles and drip cloths must be used to avoid damage to floors, furniture and carpets. All candles must have drip catchers or bobechees attached.

2.6 Music

- A. All musicians and use of instruments must be approved in advance by the church music director.
- B. Only appropriate and significant sacred music may be used.

2.7 Rituals and Symbols

- A. All rituals and symbols used during the service must be Christian. Access or view of the altar may not be blocked except by use of the wedding kneeler.
- B. Non-liturgical items may not be brought into the sanctuary without the permission of the pastor or the trustees.
- C. The altar, lectern and pulpit paraments are changed and cared for by the Altar Guild.

2.8 Wedding Director and Church Hostess

- A. It is the bridal party's responsibility to obtain a wedding director; however, the director must be chosen from a list of approved directors. This list can be found in the church office or is available online under the Resources tab as *Approved Wedding Directors*. These directors are familiar with the guidelines presented here and will assist you by providing helpful advice in directing the rehearsal and wedding service. The director will be in charge of the rehearsal and will be on hand the day of the wedding and will also assist the pastor by advising and consulting with him on plans as they develop. The wedding director should be consulted about any changes in the wedding plans. The director and the hostess need not be invited to the rehearsal dinner or to the wedding reception.
- B. After you have carefully read this booklet, the church hostess will meet with you to interpret these guidelines and answer any questions. She will work with the director in providing helpful information and advice.

2.9 Photography

- A. If pictures are desired, it is the responsibility of the bride to instruct the photographer and guests that no flash photography is permissible in the sanctuary during the ceremony. A picture of the bride entering or leaving the sanctuary is acceptable.

- B. Pictures may be taken of the bridal party in the sanctuary before or following the service.
- C. Time exposure pictures of the actual bridal ceremony may be taken if done so inconspicuously. Video equipment, when used, must be placed only in the balcony where it will not interfere with the service or be a distraction to the marriage ceremony. No extra lighting may be used to enhance the photography.

3.0 Other

- A. Birdseed only is to be used for a traditional showering activity upon departure of the married couple. Rice is not acceptable.
- B. The showering of the married couple with seed is to take place only outside the building. Following the ceremony, please sweep the seed from any hard surfaces to minimize any slip hazard to those attending the ceremony.
- C. The sanctuary sound system is for the church's use only. Permission to use it may only be obtained through the church office and then only when operated by a qualified church member. A listing of church members who are qualified to operate this system is available from the church office or online under the Resources tab as *Approved Sound System Operators*. It is the bridal party's responsibility to contact a qualified operator and secure their services as needed.
- D. Attendants to the bride and groom should not stand on the upper chancel or the altar.
- E. All cell phones are expected to be left outside the sanctuary or silenced prior to entry.
- F. A nursery is available for use during the ceremony should you need it. First Methodist abides by a Safe Sanctuaries Policy. Ask your church hostess or your wedding director to explain this policy to you which can be found under the Resources tab as Safe Sanctuary Policy. Please visit the church office to make arrangement for nursery attendants. The bride is responsible for paying the fee for these attendants.
- G. A fee list is printed below, is available from the church office and is also viewable under the Resources tab as *Facilities Use Fee List*.

Sanctuary Use Fee Structure			
Must Be Requested By	User Fee*	Custodial Fee**	Security Deposit***
FUMC Member	\$0	\$12/hr (\$25 min)	\$0
* User Fee is not applicable for use of the sanctuary ** Custodial Fee provides for an on-site custodian during all activities and is not refundable *** Security Deposit is not applicable for use of the sanctuary			

Facilities Use Reservation Request Form

For Use of the First United Methodist

Sanctuary (Wedding)

Wedding Party

Bride's Name	Groom's Name
Bride's Mailing Address	Groom's Mailing Address
Bride's City State Zip	Groom's City State Zip
Bride's Phone Number	Groom's Phone Number
Bride's Email Address	Groom's Email Address

Timing and Logistics

Affiliation with First United Methodist of Cheraw		
Date of Wedding	Time of Wedding	Number of Wedding Invitees
Date of Rehearsal	Time of Rehearsal	Number of Rehearsal Invitees
Name of Wedding Director		
Name of Designated Church Member Serving as Host		
If you will be using other First Methodist facilities for preparations, reception, etc., please check the appropriate box(es) below to indicate which facilities you will require, complete the corresponding Facilities Use Form and forward the completed form to the church office:		
	Sarah Caston Parlor	
	Fellowship Hall	
	Classrooms	

Agreement

I have read and agree to the guidelines set forth for the use of the First Methodist sanctuary. I understand that this request will not be considered confirmed until this form and the custodial fee are received by the church office and I receive written or electronic confirmation of the reservation. I also understand that the fees associated with this use are non-refundable.		
Signature of Person Requesting Reservation	Date	Fee Amt Enclosed
Special Requests or Comments		
For Office Use Only: Request Received By	Date Received	Fee Amt Received