

Wedding Guidelines

Southern Pines United Methodist Church
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It is always a joy to share in the Christian covenant of Holy Marriage and we welcome the opportunity to serve you in this very important and meaningful time. In 2002, the Southern Pines United Methodist Church consecrated the present majestic sanctuary in which we worship. The setting is a very communal one wherein worshippers feel closer to God and to one another. The stain glass windows provide additional beauty and further adorn the vaulted space. Herein we celebrate the beginning of Christian life in Holy Baptism, as well as it's ending in Services of Death and Resurrection. In between are many other holy moments in the life of Christians that we gather to consecrate. Holy Marriage is one of these wonderful moments and we pray that your experience of the marriage ceremony and worship time in this holy sanctuary will be most blessed and joyous. These guidelines will be helpful in allowing the bride and groom, clergy and musicians, and others involved to better plan for this occasion and will assist all of us in creating a memorable worship experience.

Preliminary Considerations:

Church Membership: Priority for weddings is given to church members. However, church members are encouraged to set the date for a wedding on the church calendar at least one year in advance of the wedding date. The senior pastor should be informed and consulted with when requesting the date. Non-members, in consultation with the senior pastor, may be given permission to hold a wedding in the sanctuary, however, such permission will not be given any sooner than eleven months prior to the wedding date in order to give church members priority. Once such agreement has been made with the senior pastor may grant permission for a non-appointed clergy to conduct the ceremony. Upon the church family's request, an invitation to another pastor will be issued in writing by senior pastor. All persons uniting in Christian marriage must be baptized and members of a Christian church.

Wedding Director: A wedding director is needed for the wedding service. We have several trained here at the church. Please call the office. It will be your responsibility to enlist a director as you secure the church for the wedding service.

Time and Place: All weddings must be scheduled with the senior pastor. It is not advisable to schedule weddings during Holy week or any major festivals of the church due to the full schedule of services. Under no circumstances should a wedding be announced until the officiating clergy have consented to perform the marriage and it is on the church calendar.

Counseling: Normally, the wedding ceremony will follow the United Methodist liturgy; any exceptions to this will need to be discussed with the clergy.

Music: A wedding in the United Methodist Church is a service of worship and should be given the same reverence. All music must be appropriate to the context of a worship service. All selections must be approved by the Director of Music. Popular music will not be permitted during the ceremony. At the earliest convenient date a meeting with the Director should be scheduled to hear selections and choose all music for the ceremony. If a soloist is desired, the couple may suggest a person or they may have the Director obtain the services of a local singer. Additionally, other musicians may be asked to perform during the ceremony. Again, these selections must be approved by the Director. All fees for outside singers and instrumentalists are the responsibility of the wedding party. The fee for the organist is \$150.00. If a rehearsal with a soloist or musician is needed, the organist fee is \$200.00. If another organist is desired, it should be approved by the Director. All singers and instrumentalists should arrange rehearsal times with the Director well in advance of the wedding date.

Clergy: The clergy require at least three counseling sessions with the bride and groom before conducting the ceremony. The suggested honorarium for clergy is \$200.00.

Wedding Director:

The Use of Church Facilities

- a. **Church:** The church building is available to members of Southern Pines United Methodist Church at no charge. For non-members there is a fee of \$500.00.
- b. **Custodial:** There is a \$250.00 fee for cleaning up after the rehearsal and ceremony, having doors opened and all in order. The custodial fee check should be made out to “Ronnie Durant” and given to the clergy.
- c. **Fellowship Hall:** Receptions following the ceremony may be held in the church Fellowship Hall. The reception must be catered and all facilities used should be restored to proper order and cleanliness by caterer. Alcoholic beverages are not permitted. The caterer must provide all equipment, glassware, and serving pieces used at the reception. The fee for the use of the Hall is \$100.00 for non-church members. A set-up diagram should be submitted to the church office/custodian at the earliest possible date.
- d. **Bulletins:** If the couple wishes to have a bulletin for the ceremony, they may submit all information, at least four weeks in advance of the ceremony, spell checked and in the correct order, to the church secretary and it will be published by the church. Any outside arrangements made with a printer are the sole responsibility of the couple.
- e. **Decorations:** All decorations, either floral or ornamental, should be approved by the minister and must not impede the movement by the couple or the clergy during the ceremony. Any candles or floral arrangements must not obscure the altar, the cross, or any chancel furnishings. A kneeling bench is available at the church and may be used for the ceremony. No decorations may be attached to the

bench. The couple must arrange with the florist to deliver arrangements at a convenient time on the day of the wedding. The church uses Botanicals and this florist has a key to access the church. If another florist is used, arrangements can be made with the custodian to have the doors unlocked for delivery. All decorations must be removed after the ceremony. If the couple wishes to leave flowers at the church, they should obtain the approval of the minister. If a Unity Candle is desired this will need to be provided by the florist with an appropriate stand. Any decorations that need attachment to a pew, or other furnishings must be approved by the minister.

Other Pertinent Information:

The License: By state law, the license must be obtained from the Register of Deeds office in Carthage no more than 60 days before the wedding. The license should be given ahead of time to the clergy, at least by the time of rehearsal. The license will be filled out with clergy and witness signatures and mailed by the minister back to the Register of Deeds. The minister will provide the bride and groom with a copy of the license, with all signatures, and with a church marriage certificate.

Rehearsals: Rehearsals are normally scheduled for the day before the ceremony at a time agreed to with the minister. All parties that are in the wedding should be at this rehearsal on time for placement and other directions. It is possible for a wedding director to be obtained from the church if so desired, or the bride and groom may provide their own.

Photography: The photographer or videographer must be placed in a point of the sanctuary that is unobtrusive and may not move around during the ceremony. They are to use available light exposures only. They must be at church and set up well in advance of the ceremony. After the ceremony photos of the wedding may be taken. The bride and groom are responsible for informing the photographer/videographer of the guidelines.

Fees: Clergy—\$200.00
Organist—\$200.00 (Wedding couples/planners please speak directly with Alan regarding price)
Custodian—\$125.00
\$250.00 with use of fellowship hall
Facility—\$500.00
Fellowship Hall—\$300.00 (includes kitchen use)
Wedding Director—\$150.00
Assistant Wedding Director—\$75.00
Back-up Facility Reservation—\$25.00 deposit (non-refundable)

*All fees due one month prior to ceremony.