

## ***The Service of Marriage***

### **Lyttleton Street United Methodist Church**

1206 Lyttleton Street  
Camden, South Carolina 29020  
(803)432-3191

#### **I. Introduction**

We congratulate you on your upcoming wedding and are pleased that you have chosen to solemnize your marriage in a Service of Christian Worship at Lyttleton Street United Methodist Church. A wedding is a service of worship in which Christian marriage is proclaimed as a sacred covenant.

Our facilities are dedicated to Christian purposes. The Sanctuary, in particular, is a place of worship. A decision to conduct a wedding in our facilities is a commitment of a wedding that is a worshipful experience with spiritual and religious components.

Lyttleton Street United Methodist Church is a historical landmark. Please help us maintain the integrity of our historical church by abiding by the guidance and rules listed below. Please call the church office or your wedding director with any questions you may have. Thank you for your cooperation.

#### **II. Scheduling the Wedding**

**1) Contact the Administrative Assistant or Office Manager** in the Church Office in order to check on the availability for the preferred date of your wedding. The Administrative Assistant will place your tentative reservation on the Church Calendar. Rehearsals and Weddings shall not be scheduled for New Year's Day, Good Friday, Easter, Independence Day, Labor Day, Thanksgiving or Christmas. **Non-member weddings cannot be booked earlier than 6 months of the Rehearsal/Wedding.**

**2) Consult the Pastor** with regard to the pastor's availability for your preferred date. After consultation with the Pastor, deposits paid and Covenant of Agreement signed, dated and submitted, your Wedding date will be secured on the Church's Calendar.

You are also required to make an appointment with the Pastor in order to discuss the Church's policy and guidelines, the Service of Marriage, and other matters relating to marriage.

If you desire to use a clergy person other than the current Pastor of LSUMC, your request shall be approved by the Pastor prior to reserving the Church Facility. Once

approved, the Pastor will extend an official invitation to your chosen clergy on your behalf.

**3) Make an appointment with the Music Director** in order to discuss music for the Service of Marriage. The church office maintains a list of pre-approved organists/pianists. The use of any other musicians must be approved of and invited by our Music Director.

**4) Secure a Lyttleton Street UMC Wedding Director.** Lyttleton Street United Methodist Church has a list of experienced directors that are familiar with church policy. We **REQUIRE** that anyone using our facility use one of our directors. The Director must consult with the Pastor prior to the Wedding Rehearsal. You are required to meet with the Wedding Director at least twice prior to the rehearsal. The Wedding Director will go over all aspects of the Wedding to make sure the Service meets the guidelines of LSUMC. Wedding programs must be submitted and approved by the Director a minimum of 2 weeks prior to the Rehearsal.

If you wish to involve another experienced wedding director in addition to the LSUMC director, this must be approved by the pastor.

**5) The Wedding Party** is required to use the Church's Sound System Operator. Arrangements for use must be made through the Administrative Assistant in the Church Office. The use of cordless microphones must be confirmed with the Administrative Assistant **2 weeks prior** to the rehearsal date.

### **III. Service of Christian Marriage**

The pastor will assist you in planning the service and will talk with you about scripture selections and other aspects of the service. The Service of Christian Marriage is parallel in its structure to a Sunday service, which includes the proclamation of the Word with prayer and praise.

**Chiming of the Trinity** will be done just prior to the Bride's entrance.

A typical order of worship is as follows:

- Gathering, with musical prelude
- Greeting
- Declaration of Intention
- Parental Presentation and/or Family Response
- Prayer
- Scripture Lessons
- Hymn or Musical Selection
- Witness to Christian Marriage
- Intercessory Prayer

- Exchange of Vows
- Blessing and Exchange of Rings
- Declaration of Marriage
- Blessing of the Marriage
- Holy Communion (optional)\*
- Hymn or Musical Selection
- Dismissal with Blessing
- Recessional
- Postlude

\*Holy Communion may be included in the service. If communion is celebrated, it cannot be limited to the bride and groom, but rather the entire congregation is invited. It is the Methodist tradition to invite all Christians to the Lord's table.

**It is our tradition** for our Sexton to ring the tower BELL at the conclusion of the Service of Marriage.

**Music:** The wedding is a service of worship in which a couple comes to unite their lives in the eyes of God, and in the company of those dearest to them. The music for their wedding should reflect this profound joy! Our organist is familiar with a wide variety of literature and will be happy to assist the couple in finding sacred music that reflects the couple's unique feelings yet upholds the integrity of the worship service. All music selections must be discussed with and approved by the staff organist or Director of Music.

The staff organist has the right of first refusal to play any and all services at LSUMC. A guest organist may play your wedding only with the approval of our organist or Director of Music. Arrangements for any additional instrumentalists and/or singers should be made in consultation with our organist. We do not allow the use of pre-recorded music in our worship services.

**Photography:** Photographs may be made both before and after the Service of Marriage. **Absolutely no flash photographs shall be made during the Service of Marriage.** Your Photographer may take photographs during the Processional and Recessional, **but this must be done without any distraction.** Remember that your Service of Marriage is a Service of Worship.

**Recording** is permitted **only** from the balcony. No additional lighting shall be used.

**Please inform others of this policy.**

#### **IV. Facilities**

The sanctuary and/or chapel may be used for the wedding and rehearsal.

The Fellowship Hall in the Family Life Center may be used for the reception, rehearsal dinner, luncheon, etc. Reservation of this space should be made at the time that the wedding is scheduled.

**Dressing areas** are available for the Wedding Party's use. Contact the Wedding Director to confirm use of rooms.

## **V. Decorations**

**Simplicity** in adornment is our policy.

Pulpit and Altar Paraments are white for weddings.

Decorations are not to be attached to walls or furnishings.

Chancel furnishings are not to be moved.

**The Piano is not to be moved nor shall any item be placed on it.**

Symbols of the church, such as the Bible and crosses, must remain in place.

**Flowers:** It is our policy to use **fresh flowers** in the two altar vases in the Sanctuary and/or Chapel. All local florists are aware of our flower requirements. There is a table in the Narthex (Vestibule) on which an arrangement or plant may be placed. Your **florist** shall pick up the altar vase liners from the Church the day before the Wedding. All other flower arrangements and plants must be free standing.

Your **florist** is responsible for making arrangements with the Administrative Assistant to arrange a time for preparing the Sanctuary. Flowers (unless designated for use in Sunday Services), pew ribbons, candelabra and any other items placed in the Church by Florist or family shall be removed immediately following the Wedding.

If your flowers are to remain for Sunday Services, inform the Administrative Assistant of your intention **2 weeks prior to Rehearsal** and provide essential information for the Sunday Bulletin. You must also indicate your preference to retrieve flowers following Sunday Services

**Candles:** Candles shall be lighted by Groomsmen before the Organ Prelude. If you choose to use candelabra, your florist must provide dripless candles to be used. Plastic squares shall be placed under all candelabra to protect the flooring. A live flame may not be used in any other decorations in the sanctuary.

## **VI. Prohibited Items**

**NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS OF ANY KIND ARE ALLOWED ON THE CHURCH GROUNDS OR IN THE CHURCH FACILITIES. FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN FORFEITURE OF YOUR DEPOSIT. Any member of the Wedding Party appearing to be inebriated will not be allowed to participate in the Rehearsal or Service of Marriage.**

Only birdseed or bubbles may be used as symbols of celebration as the bride and groom depart. Throwing rice or using sparklers is not permissible. Any other symbols of celebration must be approved by the wedding director.

**No TOBACCO product use is allowed on the church grounds or in the church facilities**

**Removal of Church Property is PROHIBITED.**

Artificial flowers may not be used in the sanctuary.

Secular or pre-recorded music is not permitted in the sanctuary.

No photography or videography is permitted during the service except by your photographer as described in this policy.

Approved by Worship Committee December 11, 2017  
Adopted by Church Council \_\_\_\_\_

## COST RECOVERY

Member rates apply if the bride, groom, or one of their parents is a church member. All other weddings will be charged non-member rates.

### Facility Costs:

<i>Facility to be used</i>	<i>Member Rate</i>	<i>Non-Member Rate</i>
<b>Facility Use Deposit</b> This is a refundable deposit that <b>MUST</b> be paid at the time of reservation, along with a signed Covenant of Agreement. It will be refunded after it has been determined that ALL facility requirements have been followed or as stated in the Covenant of Agreement.	\$500.00 (refundable)	\$1000.00 (refundable)
<b>Sanctuary or Chapel</b> Includes wedding and rehearsal	\$0.00	\$750.00
<b>Family Life Center</b> For use of reception, rehearsal dinner, luncheon	\$0.00	\$500.00 per event

### Other Costs:

<i>Services rendered</i>	<i>Member Rate</i>	<i>Non-Member Rate</i>
<b>Pastor</b>	Honorarium	Minimum of \$500.00 Honorarium
<b>Wedding Director Deposit</b> This is a <b>non-refundable deposit</b> . This deposit <b>MUST</b> be paid at the time of reservation. The deposit is <b>applied</b> toward the Director's fee and is payable to the Director.	\$250.00	\$250.00
<b>Wedding Director</b>	\$500.00	Minimum of \$500.00
<b>Music Director</b> Consultation	Honorarium	Minimum of 100.00 Honorarium
<b>Organist / Pianist</b>	Please see attached contract	Please see attached contract
<b>Instrumentalist</b>	TBN	TBN
<b>Vocalist(s)</b>	TBN	TBN
<b>Sound System Operator</b>	\$75.00	\$125.00
<b>Custodian Services</b>		
<b>Wedding &amp; Rehearsal</b>	\$100.00	\$175.00
<b>Rehearsal Dinner at LSUMC</b>	\$100.00	\$175.00
<b>Reception at LSUMC</b>	\$175.00	\$175.00

### Payment:

To secure your wedding date on our church calendar, all **Member and Non-Member** Weddings must pay ALL facility use deposits to the church office.

Payment for all **Member and Non-Member** weddings is required to be paid 2 weeks **in advance** of the rehearsal date. The individual checks for the Pastor, Wedding Director, Organist/Pianist, Instrumentalists, Soloists, Sound System Operator and Custodian must be given to the **Wedding Director**. These checks must be made payable to the specific individual.

**Lyttleton Street United Methodist Church  
1205 Lyttleton Street  
Camden, SC 29020**

**Covenant of Agreement**

This Covenant of Agreement is for the Service of Marriage for

\_\_\_\_\_ and \_\_\_\_\_

to be held at Lyttleton Street United Methodist Church on \_\_\_\_\_.

By signing below, I acknowledge I have read and agree to follow all guidelines as stated in The Service of Marriage Guideline packet provided to me by Lyttleton Street United Methodist Church.

I understand our wedding date will not be secured until the Facility Use and Wedding Director deposits are paid and submitted to the church office along with this signed and dated Covenant of Agreement.

I understand that, if ALL the facility requirements have not been followed, the deposit fee will be forfeited.

I understand the Wedding Director deposit is non-refundable. The Facility Use Deposit is refundable for church members. The Facility Use Deposit is refundable for non-member weddings as follows: ½ if cancelled thirteen (13) weeks prior to the date of the wedding; ¼ if cancelled up to seven (7) weeks prior to the date of the wedding; and no refund if cancelled less than seven (7) weeks prior to the date of the wedding.

I agree to provide a copy of The Service of Marriage Guidelines to all other parties (photographer, videographer, florist, etc.) participating in the planning of the marriage.

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Signature of Party Responsible for Payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Church Staff Member (Upon Receipt)

\_\_\_\_\_  
Date Received

**Lyttleton Street United Methodist Church**  
**Music Covenant of Agreement**

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Player: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EVENT	FEES	EXTRA OPTIONS	SUBTOTALS
Wedding – Initial Fee	\$350.00	Outdoor (moving fee) \$75.00	
Initial Fee covers a 1 hour consult with the player, a 1 hour wedding rehearsal, and the ceremony.			
Second Marriage – Initial Fee	\$300.00	Outdoor (moving fee) \$75.00	
Initial Fee covers a 1 hour consult with the player, a 1 hour wedding rehearsal, and the ceremony.			
Additional Rehearsal Fee	\$75.00 per hour		
This fee covers rehearsals with soloists or instrumentalists or in the event that the wedding rehearsal lasts more than one hour. It must be decided upon in advance that the wedding rehearsal will last longer than one hour. Otherwise, it is at the discretion of the player whether or not to stay beyond the hour allotted, and the player must be paid in cash at the rehearsal for the additional time.			
Reception	\$200.00	Outdoor (moving fee) \$50.00	
This fee covers a 1 hour consult and a 2 hour reception. This fee will not be reduced if reception is shorter than 2 hours.			
Additional Reception Fee	\$100.00 per hour		
This fee covers additional hours of playing at reception. This must be decided upon in advance; otherwise it is at the discretion of the player whether or not to play longer and player must be paid in cash immediately should wedding party decide to extend reception time at the reception and the player decides to play for the additional time.			
Music Fee	Decision of who buys music to be negotiated between couple and player	Playing piano during Reception (\$75)	
Fuel Costs (for a venue other than LSUMC)	MapQuest calculated fuel costs (less than 20 miles no fuel paid)		
Contracting Fee	\$25.00 per musician contracted		
Contracting fee is paid per musician the player has to contract to sing or play for the wedding.			
Soloist/Instrumentalists Fee	Varies according to musician contracted		
Vocal soloists and instrumentalists contracted to perform at the wedding will need to be paid, just as the player is paid. Separate checks will be issued to each musician but given to the player to distribute to musicians. One should expect to pay a fee for each musician to attend wedding rehearsal and ceremony, and a separate fee to rehearse with the player before the wedding rehearsal if necessary. It will be left to the player's discretion whether or not the additional musicians need to attend the wedding rehearsal.			



**Guidelines:**

- The Initial Fee must be paid upon signing this agreement.
- All music will be submitted to the performer at least 30 days in advance (if music is not known to the player).
- All remaining fees must be paid no later than 7days prior to the rehearsal.
- If services are canceled by player, all fees will be returned.
- If services are cancelled by the wedding party up to 30 days before the event, all fees except \$100.00 of the Initial Fee and \$50.00 per soloist or instrumentalist contracted will be refunded. If services are cancelled less than 30 days before the event, it is left to the discretion of the player whether or not to refund any fees.
- If the wedding party fails to meet with player about music on specified dates (without a 48 hour notice), all responsibility falls to the wedding party and a \$50.00 fee will be issued.
- First wedding and second wedding costs are subject to change at player's discretion; once a fee has been established, it cannot be changed by the wedding party.

**Music Total:** \_\_\_\_\_

**Additional Musicians Requested:** \_\_\_\_\_

**Will the player play for reception? ( Y / N )** If yes, please list reception time and location:

\_\_\_\_\_

\_\_\_\_\_  
Wedding Date and Time

\_\_\_\_\_  
Bride or Groom Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party Responsible for Payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Date



**Lyttleton Street United Methodist Church  
WEDDING INFORMATION**

(Complete and return as soon as possible for our planning purposes.)

Bride's Full Name: Goes by:	Groom's Full Name: Goes by:
Address: E-mail:	Address: E-mail:
Telephone: (W) _____ (H) _____ (M) _____	Telephone: (W) _____ (H) _____ (M) _____
Wedding Date:	Rehearsal Date:
Wedding Time:	Rehearsal Time:
Wedding Reception Location:	Rehearsal Dinner Location:

LSUMC Pastor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Outside Pastor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Assisting Pastor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Wedding Director:	Telephone: (W) _____ (H) _____ (M) _____ E-mail: _____
Sound System Operator/Bell Ringer/Custodian:	Telephone: (803) 432-3191
Organist/Pianist: Time of arrival:	Telephone: (W) _____ (H) _____ (M) _____ E-mail: _____
Other Musicians/Soloists: Time of arrival:	Telephone: (W) _____ (H) _____ (M) _____ E-mail: _____
Florist: Time of arrival:	Telephone: (W) _____ (H) _____ (M) _____ E-mail: _____
Photographer: Time of arrival:	Telephone: (W) _____ (H) _____ (M) _____ E-mail: _____
Videographer: Time of arrival:	Telephone: (W) _____ (H) _____ (M) _____ E-mail: _____

Church Member? \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Church Member and Relationship \_\_\_\_\_

Will the Bride be presented? \_\_\_\_\_ YES \_\_\_\_\_ NO

By Whom: \_\_\_\_\_

The marriage will be: \_\_\_\_\_ DOUBLE RING \_\_\_\_\_ SINGLE RING

Names to be used in the ceremony:

I, \_\_\_\_\_, take you \_\_\_\_\_

Will you invite the congregation using a Sunday bulletin announcement? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will you have printed programs? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will you need use of the Sanctuary sound system/cordless microphones? \_\_\_\_\_ YES \_\_\_\_\_ NO

After the wedding, many couples leave their altar flowers for the congregation to enjoy at the next day's worship services. Do you plan to leave your flowers? \_\_\_\_\_ YES \_\_\_\_\_ NO

Our address after the marriage: \_\_\_\_\_

Other Information:

\_\_\_\_\_  
\_\_\_\_\_

**Please return this information to the wedding director and a copy to the church office as soon as possible for our planning purposes. We understand that all information may not be available when the form is turned in to the office; however, we need this information to ensure our part of your ceremony is conducted properly.**

Please give the names of the following persons:

<b>Maid/Matron of Honor:</b>	<b>Best Man:</b>
<b>Flower Girl:</b> Age: _____	<b>Ring Bearer:</b> Age: _____
<b>Acolyte:</b> <b>Must be approved by Acolyte Coordinator</b>	<b>Crucifer:</b> <b>Must be approved by Acolyte Coordinator</b>
<b>Junior Bridesmaids:</b> 1. _____ 2. _____ 3. _____ 4. _____	<b>Ushers:</b> 1. _____ 2. _____ 3. _____ 4. _____

<b>Bridesmaids:</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____	<b>Groomsmen:</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____
<b>Honorary Bridesmaids/Attendants:</b> 1. _____ 2. _____ 3. _____ 4. _____	<b>Honorary Groomsmen/Ushers:</b> 1. _____ 2. _____ 3. _____ 4. _____
<b>Program Attendants:</b> 1. _____ 2. _____	<b>Other:</b> 1. _____ 2. _____
<b>Mother of the Bride:</b>	<b>Mother of the Groom:</b>
<b>Father of the Bride:</b>	<b>Father of the Groom:</b>
<b>Grandparents of the Bride:</b> 1. _____ 2. _____ 3. _____ 4. _____	<b>Grandparents of the Groom:</b> 1. _____ 2. _____ 3. _____ 4. _____
<b>Other:</b> 1. _____ 2. _____	<b>Other:</b> 1. _____ 2. _____

**Director Check List:**

- Wedding Director deposit paid**
- Facility Use deposit paid to church office**
- Covenant signed and submitted to church office**
- Meeting with Minister**
- Meeting with Wedding Director (2-3 meetings with bride/groom)**
- Meeting/Music approved by Music Director**
- Program approved (Wedding Director, Minister, Music Director)**
- Premarital counseling completed**
- Arrangement made for use of Sound System/Cordless microphones**
- Fees/Honoria submitted to church office (2 weeks prior to wedding)**
- Individual fees submitted to Wedding Director (2 weeks prior to wedding)**