

*Knightsville United Methodist Church
1505 Central Ave
Summerville, SC 29483
(843) 875-2002*



*Wedding Policies
For Members
And
Non-Members*

We are happy you have chosen Knightsville United Methodist Church for your wedding. We want to help in every way to make your wedding a significant and joyous event. A Christian wedding is a service of divine worship. It should be simple, reverent and in keeping with liturgy, ritual and traditions of the church. Please remember as a service of worship that all invited quest who share in this event are not spectators, but worshipers.

The ministers and the Wedding Coordinators have assembled this booklet to answer questions you might have and to inform you of specific policies and procedures for weddings within Knightsville United Methodist Church.

ARRANGEMENTS FOR THE WEDDING

1. *When you have selected a date for your wedding, please call the church office and ask that the date and time be placed on the church calendar. At his time, one half of the fees must be paid and the remainder of the fees will be paid two weeks prior to the wedding. A refund will be made up to two weeks prior to the wedding date.*
2. *When making wedding arrangements, if a rehearsal is necessary, please reserve the date, time, and the facilities needed.*
3. *If you plan to use the church facilities for a reception, reservation for the space must also be made.*
4. *No public announcement of wedding dates should be announced before being cleared with the church office.*
5. *A wedding information form, which is attached to this policy, must be completed and returned to the church secretary as soon as possible, and no later than two weeks prior to the wedding.*

THE MINISTER

1. *The Minister of KUMC counts it a privilege and a great responsibility to officiate at the weddings at KUMC.*
2. *The Wedding coordinator(s) will check with the Minister to be sure that his schedule is clear when reservations for a wedding are made, and the party will be advised. Should you desire to have to have another Minister officiate or assist, permission of the Minister of KUMC is required. The Minister will extend an invitation to the guest minister.*
3. *An appointment should be made with the Minister for counseling concerning plans for the wedding and preparation for marriage. Dates and times are best arranged directly with the Minister. The first appointment should be at least eight weeks before the wedding.*
4. *The Minister is responsible for interpreting the policy of the church, adjusting fee changes and general oversight of the rehearsal, and the wedding.*

THE WEDDING CEREMONY

1. *The Minister is responsible for officiating the rehearsal and the wedding.*
2. *The official, authorized and approved rituals of the United Methodist Church will normally be used at wedding in the sanctuary. The Minister will be happy to work with any couples that want to personalize their wedding. They may consider selecting appropriate scripture passages or the inclusion of good poetry and other prayers to add their personal touch.*

MUSIC FOR THE WEDDING

1. *Arrangements for music for the wedding should be discussed with the Music Director as soon as possible. The Music Director knows the order of service and will be able to help you select suitable music for your Christian wedding. If you should desire another organist, the approval of the Music Director is required.*

THE USE OF THE MAIN SOUND SYSTEM IN THE SANCTUARY

1. *Communications team of KUMC or someone appointed by them, will only operate the Sound System of the church facility. This shall include the use of the Director for both the rehearsal and the wedding. Only the Director or someone appointed by the Director will handle the setup and teardown of all the equipment.*
2. *KUMC's Wedding Coordinator will be responsible for contacting the Music Director no less than 30 days prior to the wedding date.*
3. *ONLY appointed in-house sound technicians of KUMC may be used. Professional sound technicians who are family members or friends are excluded.*

DECORATING THE SANCTUARY FOR THE WEDDING

1. *The sanctuary is a beautiful place.*
2. *The Cross is the focal point of the sanctuary and must not be hidden at any time. Should an arrangement of flowers be used on the alter table, the Cross-cannot be hidden.*

3. *The Pulpit, the Table, and the Baptismal Font are the symbolic furnishings within the Chancel and may not be moved. The Baptismal Font may be shifted in position, but it may not be removed from the Chancel area or hidden by decorations.*
4. *Chairs within the Chancel may be removed, but care must be taken in moving them to avoid any damage in them. Flower stands, if not used, may also be removed from the Chancel.*
5. *No decorations, which conflict with local fire ordinances, may be used. All candles must be in approved holders or candelabras.*
6. *Flowers may be placed in vases supplied by the Church and placed on stands beside the Table, or flowers may be placed in other appropriate containers on suitable stands. Church vases are not to be removed from the Church, and care should be taken when using them.*
7. *No nails, tacks, or wire may be used in the walls, woodwork, pews, Chancel rail furnishing, or other parts of the building. Property that is damaged must be fully restored.*
8. *Caution must be exercised to prevent candle drippings on the carpet and furnishings. Florist, or other persons decorating, shall be responsible for removing all drippings and wax from the carpet and furnishings. If the damage is severe, property must be refinished or replaced by the florist or other responsible wedding party. The florist must be given a copy of KUMC rules for decorating the Sanctuary by the responsible party.*
9. *Care must be taken to protect furnishings and carpet from moisture from potted plant, palms, ferns and flowers.*
10. *No decorations should be placed so as to prevent free movement of the Minister and members of the wedding party during the ceremony.*
11. *Flowers used at a Saturday wedding may be used at the Sunday morning worship service with a note in the bulletin that the flowers are in honor of the marriage of the couple. Please notify the church office if flowers are to be used for the Sunday service.*
12. *Decorations should be removed promptly after the ceremony, especially if the wedding is on Saturday, so the sanctuary may be prepared for the Sunday services. The maintenance supervisor is not responsible for moving or removing decorations from the Sanctuary and the church can take no responsibility for decorations, equipment left, or personal items left in the building after the wedding.*

PICTURES OF THE WEDDING

- 1. Pictures are treasured possession, and the Minister will cooperate so that pictures may be taken, but photographers must not interfere with the worship experience of the congregation during the ceremony. Pictures and videos should be coordinated with the Minister during one of the counseling sessions.*
- 2. Flash pictures may not be taken during the ceremony. Time exposures may be taken state, "NO FLASH PHOTOS" during service.*
- 3. Videos may be made during the ceremony, if no additional lighting is required and equipment is quiet and does not interfere with the ceremony.*
- 4. The photographer may take flash pictures of the bride and her escort as they enter the sanctuary and the bride and the groom as they leave the sanctuary.*

THE RECEPTION AT THE CHURCH

- 1. Church facilities may be used for wedding receptions. Reservations should be made for use of the facilities at the time the wedding is scheduled.*
- 2. Decorations must not conflict with fire ordinances. No nails, tacks, or wire may be used on walls, furnishings, tables, and etc. in the Fellowship Hall.*
- 3. The wedding party is responsible for securing caterers, and caterers must supply their own linens, tablecloths, serving trays, punch bowls, etc.*
- 4. If kitchen equipment is used, it must be washed, dried and returned to its place. All counters, floors, etc. are to be cleaned. Trash and garbage should be removed from the building.*
- 5. The caterer or wedding party shall not use Church paper products.*
- 6. The throwing of rice and confetti in the church building is prohibited. Birdseed is to be thrown only on the outside of the church.*
- 7. Absolutely no alcoholic beverages may be served in any of the church facilities or on the church property.*
- 8. Smoking is not permitted in any of the facilities of KUMC.*

MISCELLANEOUS CONCERNS

- 1. Members of the wedding party may use rooms for dressing. Please complete the attached forms of the number of rooms that will be needed for your wedding day.*
- 2. Personal property and items of clothing should be moved promptly from rooms used for dressing. Please leave the rooms as you found them.*
- 3. All of the wedding party must comply with all items on the wedding policy.*

SANCTUARY

- 1. The Church Coordinator will be opened two hours prior to the wedding unless otherwise indicated.*
- 2. Lights will be turned on prior to the event.*
- 3. KUMC Wedding Coordinator will be responsible for adjusting HEAT/AC to comfortable temperatures for the season. If the sanctuary is to be used on Saturday, make sure appropriate heat or air is left on for the Sunday morning service.*

MAINTENANCE OF SANCTUARY

- 1. Remove all visible trash/programs/bulletins from pews, narthex, courtyard, hallways, parlor, chapel and any additional rooms used by the wedding party.*
- 2. All area utilized must be vacuumed, including the Sanctuary, the narthex, the Chancel areas, the choir loft, as well as any rooms used by the wedding party.*
- 3. Maintenance supervisor must check all bathrooms to ensure they are clean and properly stocked with toilet paper, soap, paper towels, etc.*
- 4. All hymnals, Bibles, and other materials located in all pews must be straightened.*
- 5. Should any equipment from the wedding be left in the sanctuary, it must be removed from the sanctuary, the Chancel area, the choir loft and the pews.*
- 6. Sanctuary and Chancel should be returned to regular worship unless otherwise instructed.*
- 7. All buildings locked, heating and air units set and lights are out.*

Other Church Buildings

1. *The facility will be opened two hours prior to the scheduled reception unless otherwise requested.*
2. *The HEAT/AC will be checked and adjusted for the proper season to ensure the facility is at a comfortable temperature.*

MAINTENANCE OF Gym and Fellowship Hall

1. *Trash liners will be in all trash cans prior to event and additional bags will be left in kitchen for the caterer if needed. Trash cans are to be left in the same condition as they were found. Empty with clean trash liner.*
2. *Any tables and chairs not needed may be removed and placed in the designated closet. Tables will need to be returned as they were found at the conclusion of the reception.*
3. *Counters should be wiped down, floors swept and mopped.*
4. *The wedding party may acquire the cleaning services of our church custodian. Cleaning services are to be worked out directly with the church sexton.*

WEDDING FEES

1. *To compensate staff for extra duties involved in your wedding, a schedule of fees has been set. In addition, persons who wish to use the facilities and non-members of our congregation are asked to pay a usage fee in addition to service fee.*

NON-MEMBERS ARE DEFINED AS: COUPLES WHERE NEITHER THE BRIDE, THE GROOM, NOR THE PARENTS OF EITHER PARTY ARE CURRENT PARTICIPATING MEMBERS OF KNIGHTSVILLE UNITED METHODIST CHURCH IN GOOD STANDING AS DEFINED BY THE BOOK OF DISCIPLINE.

Where families have been active members for less than one (1) year non-member usage fees will be required. Non-members are reminded that the honorarium for the minister is in addition to facility fees. This covers meetings with the minister for four or more pre-

marital counseling sessions and for the time spent at the rehearsal and the wedding ceremony.

Non-members and Members must pay all fees in advance. The security deposit and 50% of the total fee must be paid at time of reservation and the remaining 50% should be paid two weeks prior to the wedding. 50% of the security deposit and 100% of the fees will be refunded for cancelled events up to two weeks prior to the event date. No refunds are available after two weeks prior to the event. The security deposit will be returned in full after a complete inspection of the facilities by the wedding coordinator.

Wedding Fees for Non-Members

Sanctuary.....	\$400.00
Fellowship Hall.....	\$300.00
Gym.....	\$500.00
Large Kitchen.....	\$400.00
Usage fee for all other rooms/room	\$50.00
Minister's	\$300.00
<i>(Wedding Rehearsal; 4-6 counseling sessions; Counseling sessions dates and times have to be arranged with the minister)</i>	
Organist.....	\$200.00
KUMC Wedding Director.....	\$250.00
Soloist.....	@ Their Discretion
Instrumentalist.....	@ Their Discretion

Wedding Fees for Members

Sanctuary.....	\$50/day
Fellowship Hall.....	\$75
Minister.....	\$200
Organist.....	\$200.00
Wedding Director.....	\$150.00
Gym/Large Kitchen.....	\$150.00
Soloist.....	@ Their Discretion
Instrumentalist.....	@ Their Discretion

PLACEMENT ON THE CHURCH CALENDAR

Reservations for the church facilities for all events must be made through the church office. Only tentative arrangements can be made by telephone. The church is not considered reserved until the security deposit has been paid (\$250/member and \$500/non-member), the fee deposit has been paid (50% of the fees), and after approval at the next monthly trustees meeting.

Events will not be scheduled on the following holidays: Holy Week, Good Friday, Easter Sunday, Thanksgiving week-end, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. In addition, certain other week-ends throughout the year are not available due to scheduling of church events.

RITUAL AND SERVICE

The ritual of the United Methodist Church is to be used for the service. Ministers of other denominations will be expected to use this ritual. A couple, desiring to write their own wedding vows should plan this during the counseling sessions. The traditional language, of the United Methodist Church ritual is in keeping with the sacred atmosphere of worship service.

There is no such thing as a private service of Holy Communion in the United Methodist Church. If the Sacrament is desired as a part of your service, all persons present must be invited to commune. The best optional time for the Sacrament is during the rehearsal.

WEDDING COORDINATOR

It is the policy of this church that the Wedding Coordinator from Knightsville UMC handles all weddings in the sanctuary. This is to insure that all ceremonies are services of worship. He or she is employed by the wedding party and will implement the church policies and be ready to assist the wedding party regarding all details of weddings. It will be the responsibility of the Coordinator, in conjunction with ministers, to direct the rehearsal and the wedding.

It is not necessary for you to invite the coordinator, organist, or the ministers to your rehearsal party or reception. Please understand that due to personal schedules, there may be times when they will be unable to attend these functions.

Both members and non-members using the church facilities are required to consult with Knightsville UMC Wedding Coordinator(s) as soon as the wedding date is secured through the Church office.

Wedding Information

Bride's Name: _____

Bride's Phone Number _____

Groom's Name: _____

Groom's Phone Number _____

Bride/Groom Member of the church (circle) Y/N

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

How many attendants in the wedding party?

Maid of Honor _____ Best Man _____

Bridesmaids _____ Groomsmen _____ Jr. Bridesmaids _____

Ushers _____ Flower Girl _____ Ring Bearer _____

Other (Please Specify) _____

Groom's Parents:

Mother _____ Father _____

Grandmothers: _____ Grandfather: _____

Stepmother: _____ Stepfather: _____

Bride's Parents:

Mother _____ Father _____

Grandmothers: _____ Grandfather: _____

Stepmother: _____ Stepfather: _____

How many quests will be attending the church? _____ (200 quest limit in Sanctuary and 500 limit in gymnasium)

Who is officiating? _____

(If other than the KUMC Pastor, provide name(s), address(es) & telephone number(s))

Florist: _____

Photographer: _____

Restrictions: No aisle runner is allowed. No confetti or rice allowed, only bird seed on the premises. No smoking/alcohol drinking on the premises. No food or beverages other than drinking water allowed in the Sanctuary.

Signed _____ Date: _____

Knightsville United Methodist Church

Date _____

Dear _____,

Enclosed is a Contract-Event Fee Form for your event on _____ . Please, complete, sign, and return to the Knightsville United Methodist Church with the deposit fees **at least 120 days prior to the Wedding Date.** The Church Secretary will act promptly to reserve the date through the Board of Trustees.

Please do not hesitate to contact the Knightsville United Methodist Church secretary, Katelyn Tidd at 843-875-2117, should you have any questions.

Sincerely,

KUMC Trustees

I, _____ agree to the terms laid out by the trustees of KUMC for the rental of the following spaces at KUMC: _____, on the date _____. I understand that if the terms of this agreement are not met, the security deposit will not be returned and any extra fees for damages will be applied.

Rental Fees: _____

Security Deposit amount: _____ on date _____

Balance amount: _____ on date _____

I also agree that all participants in the event will not use any alcohol or tobacco products on any part of the church campus.

Signature _____ Date _____

Trustees Signature _____
Approved on _____ *(date)*