

## *CAYCE UNITED METHODIST CHURCH*

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Dear Friends,

So you've decided to get married! Congratulations! We at Cayce UMC feel that the covenant between a couple deciding to marry is the second most important decision you will ever make, the decision to become a follower of Jesus being the first. Congratulations, again, and we pray God's blessings on your upcoming wedding and marriage.

At Cayce UMC we believe that Christian marriage is a type of sacrament, a living covenant between a man, woman, Jesus Christ, and the community of faith. Because we believe that it takes not only the commitment of the bride and groom, but the surrounding support of the Christian community to make a marriage not only last, but prosper, we encourage and urge you to celebrate your marriage and wedding in your local church. After all, that is the group of believers who will surround you with God's love and help you grow closer to Jesus and each other as the years go by.

However, we recognize that there are times when people may want to come to Cayce UMC for their wedding. We are glad to be able to assist you as you start your married life together. There are a few things you should know about weddings at Cayce UMC before you make your plans.

First, Christian wedding ceremonies are services of worship where our focus is on the love of God shown to us in Christ Jesus. The Bible often refers to the love of God for the church as being like the love of a groom for a bride; the marriage of the groom and bride is an "object lesson" of God's love for us. So the service itself focuses on God's love given to us in Christ Jesus, and seen in a special way between the bride and groom. The service, decorations, and music will be appropriate for Christian worship.

Second, since it is a service of worship, the United Methodist Book of Discipline (our book of church law) requires that all services held in the church be led by one of the pastors of the church. Others may assist, but only at the invitation of the pastor. Because the family is the basic unit of society, we are also required by the Book of Discipline to give premarital counseling to those who desire to be married in the church. There may be from 8 to 12 sessions in this, so proper time must be given ahead to plan these sessions.

Third, there is a fee schedule attached with this letter. The fees help to offset the cost of using the building, janitorial, and professional fees. Because the staff at Cayce UMC

know all the ins and outs of the building and use of facilities, our wedding directors, sound technicians, and custodial staff must be used. Any outside persons (directors, photographers, etc.) will be responsible to them.

A copy of wedding and building use policies is also attached with this letter. If you have any questions, please don't hesitate to call or e-mail the church office.

Again, congratulations on your upcoming marriage. May God bless you as you grow closer together by growing closer to Christ.

Cayce United Methodist Church

## **CAYCE UNITED METHODIST CHURCH WEDDING GUIDELINES**

A Christian wedding is a Service of Worship. It should be simple, reverent, and in keeping with the standard worship experiences of the church. The wedding service as written in one of the rituals of the United Methodist Church shall be used.

We want to help in every way to make your wedding a significant and joyous occasion. The Worship Work Area has tried to anticipate your questions and provide guidelines for you.

### **Availability Of Date**

The weekends of Palm Sunday, Easter, and the First Sunday in Advent, Christmas Eve, and Christmas Day are not available for weddings. Weddings held during the seasons of Lent or Advent must conform to the plan for Lent or Advent.

As early as possible, bride and groom should contact the Senior Minister to set the date and time of wedding and time of rehearsal. Church Secretary must be contacted to verify availability of the selected date.

Weddings may not be held later than 8:00 p.m. A reception held in Chambers Hall may not last later than 9:30 p.m. The facilities must be cleared by 10:00 p.m.

Only one wedding may be planned for any given date.

### **Ministers**

Weddings at CUMC must always be performed by the Senior Pastor or by the Senior Pastor and a visiting minister. If the bride would like another minister to participate in the ceremony, the bride should discuss the wedding party's wishes with the Senior Pastor. The invitation to the visiting minister must be extended by the Senior Pastor.

### **Wedding Coordinator**

One of our wedding coordinators must be retained to ensure our church's policies are followed and to protect our church's property. The wedding coordinators are Certified Directors include Frankie Newman (926-9994), Amber Dufries (708-0648) and Mona Saylor (796-0581).

The wedding coordinator may be used as the wedding director at no additional cost. However, the bride may arrange for a wedding director from outside the church in addition to retaining one of the church wedding coordinators.

## **Sanctuary Furnishings**

The Pulpit, altar table, Bible, cross, candles and baptismal font shall not be moved or obstructed from view by decorations. The color of the paraments follows the church season and may not be changed. The altar and altar rail are sacred areas. These symbols of our faith provide the context in which the wedding takes place.

We encourage simplicity of decoration. The use of fresh flowers, palms and candles should enhance the religious ceremony and participants. Brides should be aware that weddings occurring during the seasons of Lent and Advent must be planned realizing that some decorations are in place and must not be moved.

The church's flower vases and liners must be used. The top of the arrangements should never be taller than the cross on the altar. Please notify the wedding coordinator if you would like for the flowers to remain in the sanctuary for Sunday's worship service.

The altar candles are always used. A pair of candelabra is available for use. Hurricane lamps are also available.

The use of nails, tacks, wire, staples, or scotch tape to secure decorations on the church furnishings or equipment is forbidden. CUMC's insurance carrier does not allow the use of an aisle cloth due to safety reasons.

During the ceremony, flash photography is not permitted, and camera shutters must be silent. Video taping the service is permitted by remote or stationary camera.

## **Music**

All music should be compatible with the atmosphere of a Christian service of worship within the sanctuary.

Church Organist, Musical Director is available, if you desire.  
Church Sound System Operators must be used, if you desire.

## **General Information**

The **church parlor** is available as a dressing area for the bride and bridesmaids. The groom and groomsmen may use the church library as a dressing area. The wedding party is responsible for the security of their belongings. CUMC cannot be responsible for any articles left in the dressing rooms or at the church.

Smoking and alcoholic beverages are not allowed on the church premises at any time.

We encourage the use of bird seed rather than rice as the couple leaves the church.

The church custodian is responsible for general cleaning, such as vacuuming, mopping, and wiping off surfaces of sanctuary or Chambers Hall area. Custodian is not responsible for

disposing of flowers, food or containers. Please make sure that all materials are removed at the end of the service so that the custodian may clean the buildings for use.

**Church secretary** will request from the bride the name and telephone number of a responsible person who will accept the responsibility of seeing that the sanctuary and Chambers Hall areas are left in clean and functional order. This person should be someone not in the wedding party or immediate family. Name of individual will be given to the wedding coordinator.

**Caterers** and others preparing and serving food are to bring their own kitchen items and not use those belonging to the church. Caterers or others are to bag all trash from Chambers Hall and kitchen area and place in the dumpster provided by the church located in the church parking lot. All counter surfaces are to be clear of items and wiped clean.

**Florist** personnel are responsible for placing floral arrangements and the removing of floral arrangements, unless other individuals have been appointed by the bride to remove floral arrangements following the wedding and/or reception if held in Chambers Hall. Florist personnel are to use piping to secure floral arrangements on the end of pew(s) in the sanctuary.

Fees for use of the facilities as well as professional fees were submitted by the Board of Trustees and approved by the Church Council (July 28, 2009). Attached is a copy for your information.

**CAYCE UNITED METHODIST CHURCH  
CANDLE ORDER FOR WEDDING**

**BRIDE'S NAME** \_\_\_\_\_

**DATE OF WEDDING** \_\_\_\_\_

**WEDDING COORDINATOR'S NAME** \_\_\_\_\_

If candles are used, they must be purchased through the church at a cost of \$1.00 per candle.  
Make check payable to Cayce United Methodist Church.

\_\_\_\_\_ Candelabra candles

\_\_\_\_\_ Hurricane lamp candles

Total number of candles \_\_\_\_\_ Total cost \_\_\_\_\_

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

\_\_\_\_\_  
Date

Copy of order request is to be given to wedding coordinator. Thank you.

**CAYCE UNITED METHODIST CHURCH  
FEES FOR NON-MEMBERS  
(Approved by Church Council on 7/28/2009)**

**Professional Fees**

<b>Church Organist</b>	Rehearsal and Wedding	\$275
<b>Church Soloist (if available)</b>	Rehearsal and Wedding	\$150
<b>Church Sound System Operators</b>	Rehearsal/Wedding	\$150
<b>Wedding Coordinator Fee</b>		\$250
<b>Ministerial Fee</b>		\$500

Payment of these fees is payable to the individual performing the service and payment is to be given to the Wedding Coordinator for distribution on the evening of the wedding rehearsal.

**Building Use and Supply Fees**

**Tube Candles/Candles** \$1 per candle

**Building Use Fees**

Sanctuary \$1200

Chambers Hall \$500 half day/\$1000 full day

Additional \$100 fee is charged for non-members if kitchen is used – clean up can only be done by CUMC custodial staff.

Classroom \$250

**HVAC Service Fee** \$150

Payment of these fees is payable to Cayce UMC and is to be paid at least two weeks prior to the wedding.

Thank you.