



***Planning Your Wedding  
At  
New Beginnings  
United Methodist Church***

*Member*

*Revised January 2016*

**THE SERVICE OF MARRIAGE**  
NEW BEGINNINGS UNITED METHODIST CHURCH  
201 Rainbow Lake Road - Boiling Springs, SC 29316  
(864) 599-1303

1. **CONTACT THE CHURCH OFFICE** to check the availability for the preferred date of your wedding. Rehearsals and Weddings shall not be scheduled during Good Friday, Easter, Thanksgiving, Christmas Eve, or Christmas Day.
2. **CONSULT THE PASTOR** with regard to his availability for your preferred date. After your consultation, your Wedding date will be made permanent in the Church's calendar.

You are also required to make an appointment with the Pastor in order to discuss (1) the church's policy and guidelines, (2) the Service of Marriage and (3) other matters relating to marriage.

If you desire to use a clergy person other than the Pastor, your request will need to be cleared with the Pastor. The Pastor shall officially extend the invitation to all visiting clergy on your behalf. The decision whether a wedding will take place is at the sole discretion of the Pastor.

3. **YOUR WEDDING IS FIRST AND FOREMOST A SERVICE OF CHRISTIAN WORSHIP.** As such, the Pastor will determine the order of worship in consultation with the bride and groom. Wedding Planner/Coordinators **must** coordinate with the Pastor a minimum of one week before rehearsal or ceremony. The Pastor has the final say in what will or will not happen in the wedding service.
4. **WEDDING LICENCE** must be delivered to Pastor prior to rehearsal.
5. **PHOTOGRAPHS** may be made both before and after the Service of Marriage. **Absolutely no flash photography shall be made during the Service of Marriage.** Your Photographer may take photographs during the Processional and Recessional, **but this must be done as time exposures without any distraction.** Remember that your Service of Marriage is a Service of Worship. **Please inform** others of this policy.
6. **VIDEO TAPING** is permitted *only* from the rear of the worship space. No additional lighting shall be used with the video system.
7. **NO RICE OR CONFETTI** shall be thrown on Church grounds as the Bride and Groom depart. Bird seed or bubbles may be used.
8. **No ALCOHOLIC BEVERAGES of any kind are allowed on the church grounds or the Church facilities.**
9. **No TOBACCO products use is allowed inside the church facilities.**
10. **PULPIT AND ALTAR PARAMENTS** are white for weddings.

**FLOWER ARRANGEMENTS AND PLANTS** must be free standing.

**DECORATIONS** are not to be attached to walls or furnishings.

**CHANCEL FURNISHINGS** may only be moved by approval of Pastor.

Your **FLORIST** is responsible for making arrangements with the church office to arrange a time for preparing the Sanctuary.

Flowers (unless designated for use in Sunday Services), pew ribbons, candelabras and any other items placed in the church by florist or family shall be removed immediately following the wedding. **Removal of church property is PROHIBITED.**

If your flowers are to remain for Sunday Services, inform the church office of your intention and provide essential information for the Sunday Bulletin. You must also indicate your preference to retrieve flowers following Sunday Services.

11. The Wedding party is required to use one of the church's approved **SOUND SYSTEM OPERATORS** and to make arrangements through the church office. See Cost Reimbursement Statement.
12. **WEDDING EVENT SET-UP** can begin at 8:00pm on Thursday preceding a Friday or Saturday event. **YOUR PARTY WILL BE RESPONSIBLE FOR SETTING UP AND TEAR DOWN OF RECEPTION TABLES AND CHAIRS.** The church is responsible for cleaning the worship space and set up for Sunday Service.
13. **KITCHEN CLEAN-UP** is the responsibility of the Wedding party and/or event caterer. Clean-up to include food preparation area, dish room and refrigerator/freezer areas. Cookware, utensils, dishes and drinkware, coffee pots are to be washed, dried and returned to their designated locations. Garbage is to be removed and deposited in the dumpster in the back corner of the church property.
15. **SATURDAY EVENING RECEPTIONS ARE TO CONCLUDE EARLY ENOUGH SO PREMISES WILL BE VACATED BY 8:00PM** to allow Custodians to prepare the spaces for Sunday worship. **FRIDAY EVENING RECEPTIONS ARE NOT SUBJECT TO AN 8:00PM CONCLUSION.**

## **RECEPTION FACILITY CAPACITIES**

For your reception we have round and rectangular tables available at our facility. Our buildings will hold the following approximate capacities:

### **KidLink Building Sanctuary**

10 – 5' Round Tables x 6 seats = 60

16 – 6' Rectangle Tables x 6 seats = 96

### **M & M Building Sanctuary**

40 - 5' Round Tables x 6 seats = 240

40 – 6' Rectangle Tables x 6 seats = 240

Please help us maintain the integrity of our church by abiding by the guidance and rules listed above. Please call the church office with any questions you may have. Thank you for your cooperation.

# Cost Reimbursement

*Member Rates apply when either the bride, groom, their parents, or grandparents are members of NBUMC.*

<b>Facility Use</b>	<b>Non-Member Rates</b>
Complete use of kitchen and gym for event. From 8:00pm Thursday to 8:00pm Saturday.	No Charge
<b>Tables and Chairs</b> You will be responsible for set up before and tear down of tables and chairs after event and a general clean-up of the area.	
<b>Kitchen Cleanup</b> is the responsibility of the Wedding party and/or event caterer. Clean-up to include food preparation area, dish room and refrigerator/freezer areas. Cookware, utensils, dishes and drinkware, coffee pots are to be washed, dried and returned to their designated locations. Garbage is to be removed and deposited in the dumpster in the back corner of the church property.	
<b>Custodian</b> will be in the building during set-up and the duration of your event. They will be responsible for cleaning the restrooms, mopping gym floor and setting up for Sunday Service.	\$25 per hour \$250.00 deposit Any balance due will be invoiced to you after your event.

## OTHER COSTS: (ONLY IF NEEDED)

<b>Services rendered</b>	<b>Non Member Rates</b>
<b>Pastor</b>	Honorarium (includes planning, rehearsal/ceremony)
<b>Sound System Operator</b> (will be on site for rehearsal & wedding)	\$200

### MEMBER WEDDINGS:

► To secure your wedding date on our church calendar- the Custodial deposit (\$250) and sound system operator (\$100) (*if needed*) must be paid at the time the wedding is scheduled. Custodial deposit is made payable to NBUMC. Sound System and amount is made payable to the approved individuals. Balance for Sound System Operator is due **ONE WEEK** prior to wedding rehearsal. The balance for the Custodian is due within **10 WORKING DAYS** invoice issue.

► The individual check for the Pastor must be given to the church office **BEFORE** the rehearsal date.

<b>Bride's Full Name:</b> Name to be used in ceremony:	<b>Groom's Full Name:</b> Name to be used in ceremony:
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Date of Wedding:</b>	<b>Time of Wedding:</b>
<b>Rehearsal Date:</b>	<b>Rehearsal Time:</b>
<b>Rehearsal Dinner Location:</b>	<b>Wedding Reception Location:</b>
<b>Wedding Planner:</b>	<b>Telephone:</b> <b>Email Address:</b>
<b>Photographer:</b>	<b>Telephone:</b>
<b>Musician:</b>	<b>Telephone:</b>
<b>Florist:</b>	<b>Telephone:</b>
<b>Assisting Pastor:</b> <b>Address:</b>	<b>Telephone:</b> <b>Email Address:</b>
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? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	
<b>Our address after marriage will be:</b>	

_____	_____	_____	_____
Signature of Bride	Date	Signature of Groom	Date
_____	_____		
Signature of Pastor	Date		
Total Due Custodian            \$ _____	Deposit Custodian            \$ <u>250.00</u>	Check No. _____	
Total Due Sound System Operator    \$ _____	Deposit Sound System Operator    \$ _____	Check No. _____	
Total Due Pastor (before rehearsal)    \$ _____	<b>Deposit Total \$ _____</b>		
<input type="checkbox"/> Rehearsal/Wedding/Reception dates have been reserved on the Church Calendar.  _____ Name  _____ Date	Balance Custodian            \$ _____	Check No. _____	
	Balance Sound System Operator    \$ _____	Check No. _____	
	<b>Balance Total \$ _____</b>		
	<input type="checkbox"/> <b>Paid in Full</b>	<b>Date</b> _____	