

Wedding Guidelines

Hibben United Methodist Church

690 Coleman Boulevard

Mount Pleasant SC 29464

(Revised June 26, 2008)

Congratulations on your upcoming wedding! This is a joyful time for you and your family and we are honored to offer our facilities and staff to assist you in this, one of the most important times of your life.

By requesting to have a wedding in our church, it is assumed that you acknowledge the importance of a religious setting for your wedding, and that you seek the blessing of God upon your marriage. A Christian wedding is a service of divine worship. It should be simple, reverent and in keeping with the liturgy, ritual and traditions of the Church. The ministers and staff at Hibben wish to extend their assistance to you to insure that your wedding will be a meaningful experience. These guidelines have been designed by the Ministers, Worship Committee and the Wedding Director to answer any questions you might have and to inform you of specific policies and procedures for weddings within Hibben United Methodist Church.

Order of Service

Hibben is a congregation of the United Methodist Church. Therefore, we follow the ritual and traditions of our denomination. It is expected that all weddings performed at Hibben will honor these traditions and this liturgy. The minister can answer any questions about the order of the service.

Officiant

The ministers appointed as pastors of Hibben are the officiants for all weddings. If you desire another clergy person to assist in your wedding, please discuss with the officiating ministers. Hibben clergy must officiate at all ceremonies in which ordained clergy of other denominations participate. United Methodist clergy from other churches may officiate without the assistance of Hibben clergy. The invitation to any other clergy person is given at the discretion of the minister.

Scheduling

It is Hibben's policy not to schedule any weddings on dates that coincide with the church's liturgical holy days (i.e. Holy Week, Christmas week) including Thanksgiving and New Years. Because of various services offered during the month of December, weddings will be scheduled at the church's discretion.

Arrangements

Prior to making any definite plans, and before the wedding announcement is made, please read this set of guidelines carefully. **The church is not considered reserved until a reservation fee of \$100.00 has been paid and the officiating minister has confirmed the date.** You will need to make arrangements with those listed below, in the order given. You can reach the church office at 843-884-9761.

- FIRST: The **minister** of Hibben UMC
SECOND: The **church secretary** of Hibben UMC (for availability of church facilities).
 She must schedule rehearsal, wedding, reception, or other events on the
 church calendar. She will also contract with church sexton.
- THIRD: The **organist** of Hibben UMC
FOURTH: The **wedding director**
FIFTH: The **sound system coordinator**

Counseling with the Minister

The minister officiating at your wedding will meet with you before the ceremony to conduct planning and pre-marital counseling. The bride and groom must arrange for the counseling with the minister performing their ceremony by contacting the church office to schedule dates and times. The required number of appointments with the minister performing your ceremony should be scheduled within 90 days of the wedding date. They also reserve the right not to officiate at a wedding subject to the counseling sessions. No minister at Hibben will perform a ceremony unless the counseling has been completed.

Wedding Director

Hibben requires the use of the staffed wedding director who will be working in conjunction with the Altar Guild and pastors for direction of the wedding service/ceremony.

Music

In planning your wedding music, remember that secular music (i.e. romantic love songs, themes from movies, etc.) is not considered appropriate for a sacred service. Our organist is highly qualified and well-acquainted with the repertoire of wedding music. IF YOU WISH TO HAVE SOMEONE OTHER THAN THE HIBBEN ORGANIST, approval of any guest organist must be obtained from the Hibben organist. She must extend the invitation, and make necessary arrangements for an orientation to the organ. Approval of the music to be used in the service must be obtained from the pastor of Hibben United Methodist Church. Because we wish to honor God with our best and, at the same time, reserve the sacredness of the ceremony, our twenty-seven rank Johannus Pipe Organ is the primary musical instrument used. A piano is also available and is normally used for vocalist accompaniment. **Pre-recorded music is discouraged.** Permission must be received from the organist and officiating minister for consideration. Vocalist and other professional instrumentalists, such as violinist or flutist, may be added to enhance the music portion of the ceremony. Guest musicians **must provide original musical scores for any special music selections.** The names of guest musicians, along with the musical scores, must be presented to the pastor and organist **four weeks prior** to the wedding ceremony.

Sound System

Hibben has a high quality sound system that is available for use at weddings. However, we require that our Sound Coordinator be used to set-up microphones and operate the equipment. The minister wears an inconspicuous wireless microphone and high quality condenser microphones are used for the piano, vocalist and any other instrumentalist. An audio CD is made of the wedding ceremony and is presented to the bride and groom.

Wedding Bells

If desired, Hibben's church bells can be rung at the conclusion of the wedding ceremony as the bride & groom exit the sanctuary into the Narthex. This tradition is said to secure a couple's good fortune. The sound of wedding bells is produced by Hibben's Schumerich Quadrabell II Carillion instrument. Arrangements must be made with the Sound Coordinator prior to wedding day.

Decorations

Chancel flowers can be arranged in a vase liner obtainable from the church. Liner included, the height of the arrangement should not exceed 37 inches. No wire mesh or other hard material may be used to secure flowers in the vase. Artificial flowers should not be used in the vase arrangements. The communion table is the focal point of worship. Please arrange your decorations so it will remain the focal point. A kneeling bench for the prayers in the marriage service is provided by the church. Seven-tiered brass candelabra are also available from the church. No tacks, scotch or other adhesive tape, nails, wire, or pins shall be used anywhere in the church in the placement of decorations. The bride is responsible for apprising the florists/decorators of this policy. Any property damage must be fully restored at the expense of the bride. Decorations must be removed promptly after the ceremony. The Church cannot be responsible for any decorations following the conclusion of the ceremony. The pulpit Bible must remain open and clearly visible. The sanctuary furniture and fixtures may not be moved or altered.

Unity Candle

Use of a unity candle must be approved by the officiating minister and wedding director. The church does not provide the unity candelabra or tapers. Because both husband and wife retain their personal identity, side candles are not extinguished after lighting the center candle.

Punctuality

It is a matter of courtesy that you encourage all members of the wedding party to be on time for the rehearsal and wedding. The bride and the wedding director shall have completed all decisions regarding placement, seating and positioning of the wedding party **PRIOR** to the time of the rehearsal. **BOTH THE BRIDE AND GROOM SHARE THE RESPONSIBILITY FOR HAVING THEIR ATTENDANTS ARRIVE ON TIME.**

Sobriety

Indulgence in alcoholic beverages on any part of church property is not permitted. Please make it clear to all persons when you invite them to be a member of the wedding party that they must be completely sober for both the rehearsal and the wedding. Smoking is prohibited **BOTH** in and around all church facilities.

Photography

Be sure that your photographer and guests understand that no flash pictures can be taken during the ceremony. **One entry photo of the bride** (from a point no further down the aisle than six pews from the door) is permitted. **One exit photo of the bride and groom** (with flash) is permitted from the same point. All other photos of other wedding attendants must be shot in the vestibule, before their entrance down the aisle. The only pictures allowed during the ceremony will be "available light" exposures made from the very back of the church.

PLEASE NOTE: It is requested that pictures following the ceremony **be completed within 30 minutes, with pictures involving the Minister taken first. It is important that the photographer be respectful of those who are trying to prepare for the next worship service. If additional photos are needed at the church, please arrange to have those taken no later than thirty (30) minutes prior to the ceremony.**

**IT IS THE BRIDE'S RESPONSIBILITY
TO INFORM HER PHOTOGRAPHER OF THE ABOVE POLICIES.**

**WEDDING GUESTS SHALL NOT BE PERMITTED
TO TAKE SNAPSHOTS DURING THE WEDDING CEREMONY!**

Video taping is allowed, within the following guidelines: (1) Only "available light" source may be used - no flood lights, etc. (2) Camera must be fixed to a tripod, and located in the rear of the sanctuary or along the angled walls behind the outside pews. An audio mix from the sanctuary sound system to the video camera can be provided if requested at least a week before the wedding day.

Bride's Room

A room and half-bath is provided near the sanctuary for the bride and her bridesmaids. This room is equipped with a speaker (with adjustable level setting) which is connected to the sanctuary's sound system so that the bride and attendants can hear the wedding music. Gentlemen are encouraged to arrive at the church dressed for the wedding. If it is necessary that they dress at the church, provisions for this can be made upon request. **Smoking in the bride's room is prohibited.**

Fees and Payments

A parent, the bride or the groom must be a Hibben member to receive member benefits when scheduling a wedding.

	<u>Members</u> \$ 0	<u>Non- Members</u> \$800.00
Church Facilities: Fee for use of church facilities including sanctuary or chapel for rehearsal & wedding. See CL&LC Application & Fee Schedule on Publications & Forms page for reception facility fees.		
Minister: Counseling, rehearsal, & wedding	\$250.00	\$350.00
Church Organist: Consultations, rehearsal & wedding	\$200.00	\$250.00
Wedding Director: Consultations, rehearsal & wedding	\$200.00	\$300.00
Church Sexton: Security and cleaning of church for wedding & rehearsal	\$100.00	\$150.00
Sound System Coordinator: Wedding & rehearsal	\$ 75.00	\$125.00
Candles: If Hibben's candelabras are used, special dripless, custom-fitted candles must be used. The church orders these candles wholesale, in bulk quantities, and the bridal party purchases them for each wedding.	\$ 35.00	\$ 35.00

**ALL FEES ARE DUE AND PAYABLE
ONE WEEK PRIOR TO REHEARSAL**

MY SIGNATURE below signifies that these guidelines and policies have been read and understood in full and I hereby covenant to strictly abide by same.

Signature Bride/Groom

Date: _____

Pastor, Hibben United Methodist Church

Deposit Received: _____