

# *Wedding Guidelines and Information*



*Love is patient, love is kind.  
It does not envy, it does not boast, it is not proud.  
It is not rude, it is not self-seeking, it is not easily angered,  
it keeps no record of wrongs.*

*~ 1 Corinthians 13: 4-5*



*We congratulate you on your decision  
to join in the sacred covenant  
of Christian marriage.*

Your wedding should be an occasion you will always remember as beautiful, meaningful and full of reverence and dignity. Our sanctuary and chapel were thoughtfully and prayerfully built and we endeavor to use them reverently.



We at First United Methodist Church are committed to helping make your day that kind of occasion as it becomes our privilege to assist you in planning for your wedding service. Because you are asking to be married at First United Methodist Church, your marriage service will follow the traditions of the church and be planned in consultation with the presiding pastor.



**Therefore the following guidelines  
outlined in this packet must be observed.**

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### **FIRST UNITED METHODIST CHURCH WEDDING POLICY**

Weddings at First United Methodist Church are available to members, family of members, and those in the process of becoming members of this church.

Weddings are scheduled through the church office. Call the office at (605) 336-3652, to check on the availability of the church for the date and the space you desire. Contact the church office as far in advance of the date as possible. Weddings can be reserved at the church up to 18 months in advance.

A wedding date and time will be reserved only when a Wedding Reservation Form is filled out and returned to the church office along with full payment and deposit. The church receptionist will process the request and submit it to the Pastor for approval. Once approved, your wedding date will be reserved on the church calendar.

Sanctuary and Chapel weddings will use the services of the First United Methodist Wedding Coordinator. All questions regarding wedding arrangements will be referred to the Coordinator.

No weddings will be scheduled on Saturday after 5 p.m. Weddings using the church for the reception will be scheduled no later than 5 p.m. A six-hour block of time is allowed for a wedding: four hours before for pictures, one hour for the wedding and receiving line, and one hour after for clean-up.

Wedding rehearsals will begin no later than 6 p.m. on Friday. A one hour block will be allowed for rehearsal. Please be sure your entire wedding party is on time.

Special requests may be considered pending presiding pastor's decision contingent upon the availability of custodial staff, sound board operator, wedding coordinator, and organist/musician.

**Please note that weddings with not be scheduled on the following days:**

- New Year's Eve and New Year's Day
- Holy Week — Palm Sunday through Easter
- Memorial Day Weekend
- First two weeks in June — Annual Conference
- Independence Day Weekend — When July 4 is Fri., Sat., Sun.
- Labor Day Weekend
- 2<sup>nd</sup> Saturday in September — Fall Kickoff
- 1<sup>st</sup> Weekend in November — Turkey Dinner
- Thanksgiving Weekend
- Christmas Eve, Christmas Day, Day after Christmas

## **PROCEDURES**

### **PASTORS**

First United Methodist Pastors want to help you with your wedding. Any of the pastors may preside at your wedding; if you have a preference, please state that when you request a date for the church. We will do our best to honor all requests but reserve the right to make alternative arrangements.

### **PRE-MARITAL CLASSES**

All couples being married at First United Methodist Church will participate in premarital sessions. The assigned pastor will meet with the bride and groom in the months before the wedding date. It is the responsibility of the couple to contact the pastor to schedule these sessions.

### **THE LICENSE**

South Dakota law requires couples to secure a license to marry. It can be secured at any Register of Deeds Office in the state. Both members of the couple must be present with valid driver's licenses and Social Security numbers. The license to marry is valid for 20 days. The license must be brought to the Church Office at least three days prior to the wedding. The license is signed by you, your witnesses and the presiding pastor after the wedding.

## **WEDDING COORDINATOR**

A Wedding Coordinator is assigned to all weddings held at the church. The Coordinator is responsible for answering any questions and clarifying any concerns regarding First United Methodist Church and its policies.

Approximately six weeks prior to the wedding date, the couple will be contacted by the Wedding Coordinator to setup a pre-wedding meeting. The meeting will take approximately one hour.

The Coordinator will be present one hour prior to the wedding rehearsal, assisting the pastor and helping the ushers and wedding party participants understand their duties. Their work will help instill a sense of confidence about the procedures and protocol for the wedding. Please keep them informed of the details in planning your ceremony.

On the day of the wedding, the Coordinator will arrive 2-3 hours before the ceremony to assist in last minute details. It is not the responsibility of the Coordinator to act as personal attendant to the bridal parties and their families.

If additional time and contact is necessary, the fee will be an additional \$50 per hour payable at the time the service is requested.

## **ORGANIST**

As early as possible after reserving the sanctuary for the wedding, it is the responsibility of the couple to contact the First United Methodist Church organist. The organist can recommend appropriate music for the processional, recessional and for hymns. The organist will work with the bride and groom to set up a time for a one hour consultation, in addition to being present at the wedding rehearsal and ceremony.

If additional time with the organist is needed, a fee of \$30 per hour will be due at the time the service is requested. If there is a question about appropriate music choices, the pastor will be included in the discussion with the bride, groom and organist.

If a guest organist is invited to play, arrangements must be made through the First United Methodist Church organist.

## **CUSTODIAN**

The church will arrange for custodians to set up and take down First United Methodist Church furnishings. Custodians will begin cleaning when the guests have left the sanctuary.

As the church will need to be cleaned and put back in order for Sunday morning worship services, setting up and removing rented equipment from the sanctuary is the responsibility of the bride, groom and/or their families. The bridal party and families are also responsible for picking up personal items and cleaning up from any food or drink consumed in the church.

Church owned furniture, equipment and decorations can only be moved with the approval of the Wedding Coordinator.

## **RECEPTIONS**

Wedding receptions held in the church will be served by the Wedding Reception Ministry Team. Please contact the Reception Hostess as soon as possible to schedule and plan the event.

## **REHEARSAL**

Please be on time. Rehearsals last from 45 minutes to one hour. The Pastor and Wedding Coordinator will be in charge of the rehearsal. At least one usher should be present, and readers, singers, soloists and other musicians should attend as well. If musicians are not able to attend the rehearsal, practice can be scheduled 45 minutes prior to the ceremony.

## **DECORATING**

Decorating should be done the day of the rehearsal during normal church office hours, and must be scheduled through the Wedding Coordinator.

Musical instruments and sound equipment will not be moved for weddings.

If you plan to have a unity candle for your wedding, you must supply one large pillar candle. The church has a unity candle holder as well as two dripless taper candles.

## **PHOTOGRAPHS**

We recommend that formal pictures be taken before the wedding ceremony in designated parts of church. Please allow at least 3-4 hours for your photographs to be completed, to avoid delay with your ceremony. Pictures must be finished 45 minutes prior to the ceremony. The bride and groom will be responsible for letting this policy be known, not only to professional photographers hired by the wedding party, but also friends and relatives.

**NO FLASH PHOTOGRAPHY IS PERMITTED DURING THE CEREMONY.**

Video equipment may be placed in the back or side of the sanctuary or in the balcony.

## **SOUND**

For weddings that require the amplification of sound, First United Methodist Church will provide a trained sound technician. The Wedding Coordinator will make these arrangements for you.

## GUIDELINES AND INFORMATION

First United Methodist Church and it's staff are dedicated to accommodating your wishes during this most special event. However, we do have guidelines that we ask you to follow.

- We ask that respect be given in the use of the facility and to our staff.  
**The damage deposit will be forfeited if the following is noted:  
Damage to the facility, consumption of alcohol/drugs on the church property including parking lots, and smoking in the church facility.**
- Your wedding is to honor God. Prior to both the rehearsal and wedding, it is expected that members of the wedding party will refrain from consumption of alcoholic beverages and the use of illegal drugs on the church property, including the parking lots. The bride and groom shall be under obligation to make this rule known to all of the people taking part in the wedding. Smoking is also prohibited in the church facility.
- The bride and her attendants may use our Fireplace Room. The groom and his attendants may use a designated room either the Youth Room or the Wesley Dining Hall. Family members may use the Lewis Friendship Room as a place to sit and wait prior to the ceremony.
- Food may be brought in, but we ask that it be limited to the rooms listed above. You are responsible for cleaning up these areas.
- Children belonging to the wedding party or guests must be supervised **by an adult at all times.**
- The church copier cannot be used to copy musical selections.
- Requests that are not included in the policy will be considered on an individual basis.
- Additional times needed for decorating, musician rehearsals or other needs will be held during church office hours and will need to be scheduled through our church office and/or the Wedding Coordinator.
- Any multi-media to be used during the ceremony must be brought to the rehearsal to allow the sound technician ample time to ensure they are compatible with church owned equipment.
- If you would like a gift table, one can be set up outside the **Lewis Friendship Room** for you. Please arrange to have gifts removed following the ceremony by a friend or relative that is not required to be at the reception immediately.
- If you would like to have a printed Order of Service for your ceremony, please discuss it with the pastor before you have it printed. The pastor can advise you to the ceremony order and other information you may want to consider including for your guests. The church is not responsible for the creation and printing of your Order of Service.
- Church owned candelabras and unity candle holders cannot be taken out of the church to be decorated. Only dripless candles may be used. (The church provides.)

- The length of the center aisle in the sanctuary is 60 feet. Aisle cloths can be rented or purchased from local event vendors.
- There are 16 rows of pews in the center aisle from the front to the back. The church does not provide pew decorations. Please do not use tape to attach any pew decorations that you bring.
- Rice, birdseed, and confetti are not permitted in the church, parking lot, or on the sidewalks. Bubbles are permitted outside the building. Balloon bouquets can be used in the church, but balloons cannot be released outside. Dropping fresh rose petals inside the church is not permitted. **SPARKLERS ARE PROHIBITED.**

## WEDDING FEES

***Paid in Full at time Wedding Planning Guide submitted.***

### MEMBER'S FEES

<b>Damage Deposit</b>	<b>\$250 (refundable)</b>
Pastor	\$200
Wedding Coordinator	\$200
Sound engineer approved by SFUMC	\$100 — <i>For 1 (one) hour for rehearsal and 2 (two) hours for ceremony</i>
Security approved by SFUMC	\$100 — <i>For 1 (one) hour for rehearsal and 2 (two) hours for ceremony</i>
Custodian	<u>\$100</u>
<b>TOTAL:</b>	<b>\$700</b>

### OPTIONAL SERVICES

Organist (First UMC)	\$200
Livestream operator	\$75
Slide/computer operator	\$75

*Upon approval, the Senior Pastor or Director of Administration may waive fees.*

