

***Wedding
Information Guide
St. Simons
United Methodist Church***



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St Simons UMC Sanctuary

CONTACT INFORMATION

MONDAY-THURSDAY 8:30AM-4:00PM

624 Ocean Boulevard

St. Simons Island, GA 31522

info@stsimonsumc.com

912.638.3317



Anne Frazier

Church Administrator
anne@stsimonsumc.com
912.638.3317 ext. 16

Heather Hamilton

Church Wedding Liaison
weddings@stsimonsumc.com
912.223.2407

Kevin Lamb

Director of Music Ministry
kevin@stsimonsumc.com
912.638.3317 ext. 22

WELCOME



***We are delighted you have decided to hold your wedding ceremony at St. Simons United Methodist Church.
We look forward to making your wedding a truly spiritual celebration.***

The marriage ceremony is one of the most sacred rites which the minister performs under the ordination and authority of the church. It is a service of worship and requires thorough preparation, both spiritual and temporal. The ministers and staff of St. Simons United Methodist Church are excited to offer assistance to you, and pray that your wedding will be a memorable and joyous experience of worship and love.

Careful judgment has gone into the church's preparation of wedding policies and requirements. These policies were formulated by our church's Worship Committee, Trustees, Senior Pastor, Church Administrator and have been approved by the Church Council. Please read the material thoroughly to enable you to cooperate fully with the church in upholding the high standards set forth in these wedding policies.

We believe that the inherent beauty, sacredness, and solemnity of the occasion should remain the focal point of the service. It is toward that end that we have prepared these wedding policies. **Please read them carefully**. It is the responsibility of the person reserving the facility to ensure that the policies are adhered to or forfeit your deposit. If you have any questions, please contact:

Heather Hamilton (Church Liaison for weddings) at weddings@stsimonsumc.com

Or

Anne Frazier (Church Administrator) in the church office 912.638.3317

PLEASE READ

TO THE RESERVING PARTY: It is ***your responsibility*** to read the following policies and to ensure that everyone involved (florist, decorators, directors, photographers, videographers, family members and members of your wedding party) understand and follow the policies as set forth herein. It is your responsibility to make sure that adequate arrangements have been made to take care of all details relating to the wedding.

By signing/completing the Wedding Registration Form, you agree that you have read and understand the Wedding Policy of St. Simons United Methodist Church. The person making the initial reservation and paying the fee will be responsible for any damages incurred – including damages from florists and other contracted service companies. Please make sure all the companies you hire receive a copy of the policy as it relates to their area. Please feel free to contact the church office with any questions.

SCHEDULING

St. Simons United Methodist Church reserves the right to change the policies and/or fees found in this Wedding Guide at any time. Changes to the policy will be applied to those already holding reservations, as well as those who may be considering St. Simons UMC as a possible location for their wedding. Notifications of a change in policy would be sent to all those involved.

Items needed to Reserve Your Date on the Church Calendar:

1. **The Reservation Form & Fee:** The Reservation Form must be completed, signed and returned with the full reservation fee in order to reserve your date on the St Simons United Methodist Church wedding calendar.

2. **The Officiant:** Any request for a minister who is not a part of the staff of St. Simons UMC may be made by completing the appropriate section of the Wedding Reservation Form. Required information includes the minister's name, contact information, church affiliation and Certificate of Ordination. This is a very important part of the reservation process and should be completed during the initial two-week period, immediately following our receipt of your reservation fee. Once this information is approved by our Senior Pastor, Rev. Tom Jones, an invitation will be extended to the guest minister, allowing him/her to officiate the wedding. In the event the officiant does not have adequate credentials to meet the polity and discipline of the United Methodist Church, St. Simons UMC reserves the right to have its own minister be present to participate in the rehearsal and wedding. *In that event, the officiant fee for St. Simons UMC's minister will be \$300.00*

3. **Time Limits**

Completion of the above requirements reserves the church facilities for:

Rehearsal: The building will be open *30 minutes prior to rehearsal and 1 hour for the actual rehearsal.*

Wedding: The building will be available for use *3 hours prior to the wedding, and will remain open 1 hour after the conclusion of the ceremony.* (An earlier access time will incur an additional charge, paid directly to the wedding liaison, of \$75 per hour, billed in one hour increments. Opening time must be scheduled.)



To Schedule a Wedding at St. Simons United Methodist Church

Reservations are scheduled through the Church Office.
For information regarding availability of facilities for a
desired date, please call

Anne Frazier at 912.638.3317

SCHEDULING

Restricted Dates

No weddings or rehearsals will be scheduled on the following dates:

1. Easter weekend (from Maundy Thursday through Easter Sunday)
2. July 4th Weekend (*if* July 4th falls on Friday or Saturday)
3. Thanksgiving Weekend
4. The 2nd weekend in December (which is reserved for St. Simon UMC's Christmas Music Program)
5. Christmas Weekend (if Christmas Eve/Day falls on any weekend day, Friday-Sunday)
6. New Year's Weekend (if New Years Day/Eve falls on any weekend day, Friday-Sunday)
7. No weddings on Sunday unless special approval is obtained from the Senior Pastor.

- ***We schedule only one wedding per weekend.***
- ***There are no exceptions/discounts for those using St. Simons UMC as a rain site.***

Cancellations: *A refund of 25% will be made only after receiving written notification from the reserving party. Such notification must be received by St. Simons UMC no later than 48 hours prior to the start time of the rehearsal.*

Marriage License

The marriage license (obtained at the Office of the Probate Court) is given to the officiating minister at the time of the rehearsal. Residents of Georgia securing a license in any Georgia county may be married in any Georgia county.



Non-residents of Georgia will need to acquire the license in Glynn county.

The couple gives the marriage license to the minister at the rehearsal, who fills it out once the wedding is completed. It will then be mailed to the probate court by the minister.

Wedding Liaison

Heather Hamilton is the Church Liaison for St Simons UMC. We highly recommended that you have someone direct your wedding party. If you do not have a Wedding Director, Heather is available to direct your wedding **at the church only** for an additional fee of \$300.00, paid directly to her. As soon as your reservation is confirmed, please coordinate this with Heather via email at weddings@stsimonsumc.com.

THE WEDDING CEREMONY

The Officiating Minister

For Members: Typically, the pastors of St. Simons UMC officiate wedding ceremonies for members. The pastor will meet with the couple to discuss required premarital counseling and arrangements for the wedding. For Members the Facility Fee also includes premarital counseling fees.

For Non-Members: Typically, a non-member's wedding will be performed by the St. Simons UMC Senior Pastor, or by a minister of the couple's choosing. The Senior Pastor will need to approve a request for an alternate minister, and will then extend an invitation to the alternate minister to officiate.

Premarital counseling is a requirement and must be administered by a qualified official. Please have officiate provide a letter stating that this requirement has been met. For ministerial fees for the St. Simons UMC pastor, see page 14.

For Both Members and Non-Members:

Only ordained, certified, Christian ministers may perform weddings at St. Simons UMC. Any request for a pastor not on St. Simons UMC staff to officiate or assist in the ceremony can be made by completing the appropriate section of the Wedding Application, and meeting the requirements stipulated on Pages 7. Upon approval by the St. Simons UMC Senior Pastor, an official invitation will be extended to the guest minister to officiate.

Wedding Candles

Candles are not supplied by the church. Only dripless, smokeless candles provided by your florist should be used. If candelabras are used, you or your florist will be responsible for a floor covering placed underneath to limit damage.

Holy Communion in the Wedding

If Holy Communion is to be offered, it will follow the United Methodist liturgy and be offered to **everyone** present, as United Methodist theology and Book of Worship stipulates.

The wedding party provides the elements for Holy Communion.

The church does not have a moveable kneeling bench. Should you choose to have communion, please contact your florist or a rental supply company for this item.

It is the couples responsibility to communicate the Communion request to the wedding liaison well in advance of the wedding. Chalice and paten will be provided by the church (cup and plate).

If you desire to serve Holy Communion during your wedding at SSUMC please abide by the following:

- The minister must be authorized to administer the sacrament in his/her denomination.
- The minister must use the United Methodist liturgy (page 12 in the hymnal).

The United Methodist Book of Worship states:

"Holy Communion may or may not be celebrated. If it is, it is most important that its significance be made clear. Specifically:(1)The marriage rite is included in the Service of Word and Table. (2) Not only the husband and wife but the whole congregation is to be invited to receive communion. It is Methodist tradition to invite all Christians to the Lord's Table. (3) There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion."

(B.O.W., page 115)

THE WEDDING CEREMONY

Music

The music used in the wedding must be within the standards of worship, and dignity of the ceremony.

All music is to be approved by the Director of Music Ministry of St. Simons UMC. There is a wealth of beautiful and appropriate music, both vocal and instrumental, suitable for any wedding ceremony. As you are required to use the church organist/pianist, they can help in your decision making.

Please see Music Fee on page 14 In the event our organist /pianist is unavailable to play we will provide information of approved organist/pianists to contact.

Music Fee

The Music Fee of \$ 400.00 is a mandatory fee paid to the Church organist/pianist. You are required to use the church organist/pianist if using the piano or organ in your ceremony, unless other arrangements are preapproved by the Director of Music Ministries.



Director of Music Ministry

Kevin Lamb

kevin@stsimonsumc.com

Special Seasons of the Year

Advent, Christmas, Easter

St. Simons United Methodist Church is first and foremost a worshipping community of faith.

At certain times of the year, the Sanctuary and Chapel will be decorated for special seasons. Advent and Christmas extend from Thanksgiving until the first week of January. Lent and Easter vary.

St. Simons UMC will have the Sanctuary and Chapel decorated for these seasons and decorations will not be moved for any reason. **Please inquire ahead about seasonal decorations** if you plan to use St. Simon UMC around the holidays.

Receptions & Rehearsal Dinners

St. Simons United Methodist Church does not provide facilities for receptions or rehearsal dinners.

THE WEDDING CEREMONY

This page is designed to be removed and copied to present to your photographer and videographer, so they may understand fully the guidelines of St. Simons UMC.

PLEASE COPY THIS PAGE AND PRESENT IT TO YOUR PHOTOGRAPHER AND/OR VIDEOGRAPHER

Photographs

Guests please refrain from taking photographs until after the ceremony.

Under NO circumstances should anyone stand on or move the pews, baptismal font or chancel rail.

The photographer should refrain from moving excessively during the ceremony. This is distracting to the worship service.

**** You are asked to give a copy of these guidelines to your photographer.***

Video Cameras

Use of a video camera is allowed following these guidelines:

A manned camera can be used in the balcony or at the back of the church. Other cameras should be unmanned and placed discreetly.

NO additional lights should be used.

Please ensure that there is no noise or other distraction.

Audio will NOT be supplied from the church's sound system for recording on a photographer's video.

**** You are asked to give a copy of these guidelines to your videographer.***

Sound

St. Simons UMC provides a trained sound technician for your service.

Microphones at the pulpit will be turned on. There will be a cordless microphone available for the minister.

If any of the bridal party (soloists, musicians, speakers, etc.) will need a hand-held microphone, it is the responsibility of the reserving party to inform the Wedding Liaison prior to the rehearsal.

Instruments belonging to the church, with the exception of the piano and the organ, are not available for use at weddings. The sound technician will not make output connections for videographers. Any additional sound reinforcement should be approved prior to the wedding with the Music Director and Wedding Liaison.



SANCTUARY PREPARATIONS & FURNISHINGS

PLEASE COPY THIS PAGE AND PRESENT IT TO YOUR FLORIST so they may follow the guidelines of St. Simons UMC.

***The reserving party will be responsible for any damage to the floors, building or furniture.**

Floral Arrangements/Decorations

The regulations for flowers and decorations are designed to:
Prevent damage to Sanctuary & Chapel furnishings,
assure all fire codes are followed, and all aisles and walkways are kept free from obstruction.

Floral arrangements: Assembly should be completed before delivery. If not, assembly must take place outside the building. The church does not provide vases or containers. All containers must be leak-proof.

- Decorations may not be attached to pews or any other furniture, by pinning, gluing, nailing, taping or other tacking.
- No decorations may be hung on, attached to, or placed on top of the chancel rail or on the walls.
- Pew markers may be tied to the ends of pews using ribbons or well covered pipe stems. No clamps or other devices may be used to attach items.
- Worship furnishings of the Sanctuary & Chapel **may not be moved without prior authorization, and no decorations are to be attached or hung from them.** This includes the pulpit, altar, baptismal font, and accessories.
- All wedding flowers for the bridal party, left by the florist, should be in leak-proof containers. NOTHING should be left in the windowsills, on the piano, or any of the other furnishings.
- Aisle cloth/runners may not be used (liability).
- No candles on pews, in the aisles or windows. The only candles used will be the altar candles or candelabras provided by your florist.
- If using Candelabras, a floor covering beneath is required, and only dripless, smokeless candles provided by your florist are to be used to minimize wax damage.

It is the responsibility of the reserving party to see that the florist follows the guidelines.

Your florist is responsible for coordinating delivery and set-up time with the Wedding Liaison.

The Sanctuary or Chapel will be opened for deliveries 3 hours prior to the wedding ceremony.

The florist will have 1 and ½ hours from the scheduled delivery time to decorate.

After the ceremony and pictures of the wedding party have been completed: ***Flowers and equipment should be promptly removed.*** Please have flowers and equipment removed from the church within 1 hour from the time the ceremony ends.

(Please give a copy of these guidelines to your florist)

In Additions

A wedding ceremony is a worship service. Please keep in mind the atmosphere and characteristics of a place of worship, when planning the style and number of decorations. The wedding is a service of worship and should always remain primary. The decorations should serve to enhance a service of sacred commitment, rather than serve as a distraction.

The Church Furniture

The church furnishings central to worship in the sanctuary or chapel may not be moved without prior authorization these include the pulpit, altar & baptismal font.. Flower stands may be move if needed.

Floors, Pews, and Walls

Special care should be taken to protect the floors, pews and walls. **No** hooks, etc., are to be placed on the wooden ends of the pews. **Any damage incurred will be the responsibility of the person who reserved the church.** PLEASE **DO NOT** use nails, tacks, glue, staples, tape, hooks, screws, Velcro, or any other item which would leave a permanent mark – no matter how small.

Kneeling Railing

No decorative item(s) may be placed on kneeling rail.

The church does not have a moveable kneeling bench. If you would like to use one, please contact your florist or a rental supply company for this item.

Potted Plants

All potted plants must be in clean, waterproof containers. Please **DO NOT** place regular potted plants directly on carpet, furniture, pads or any other St. Simons UMC property. Care should be taken so that the ferns, palms, and other decorations do not block the view of the musician(s), the entrance, movement of the officiating minister.

Candles

The church does not supply candles. Your florist can provide dripless, smokeless candles to be used on the altar. If candelabras are used, we require a floor covering provided by you or your florist to be placed beneath to limit any wax damage.

Food/Drink

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES or CHURCH CAMPUS

Please inform every person in your wedding party. Food and/or bottled water are allowed in the Bridal Suite and hall outside the Bridal Suite, or in the adjoining Butler's Pantry. The groom and groomsmen may also have bottled water and snacks in the Music Suite.

Please NO beverages or food in the Sanctuary or Chapel

Non-Smoking

ST. SIMONS UMC IS A NON-SMOKING CAMPUS.
THERE IS NO SMOKING OR VAPING ANYWHERE ON THE PREMISES. THIS INCLUDES THE PARKING AREAS.

Please ensure that every person in your wedding party is made aware of these two items.

Your wedding is a worship service in a United Methodist Church so a minister may refuse to consecrate a marriage where one or more of the participants are impaired by alcohol, or any other substance.

Flower Girls, Rose Petals, Rice & Confetti

Flower petals may be used by the Flower Girl. **Please do not use rice, confetti or birdseed inside or outside the building.**

Removal of Personal Items

All personal items should be removed from all parts of the church immediately following the ceremony (Sanctuary, Parlor, Choir Room, restrooms, etc., including such items as flowers, pew markers, programs, etc.). Anything that has been moved should be returned to its proper place. **Due to insurance liability St. Simons United Methodist Church will not assume any responsibility for any item(s) left unattended prior to, the ceremony or left behind following the ceremony.** The church will be locked one hour after the wedding ends and cannot be reopened for items to be picked up.

Reservations & Fees

Facility Fee

The Facility Fee covers the use of the facility, pre-planning as well as the opening and closing of the church by the Wedding Liaison for the rehearsal, deliveries and ceremony, the sound technician, and custodial personnel.

For Members the Facility Fee also includes premarital counseling fees.

To qualify for a Member Fee one of the following must be a member of St. Simons United Methodist Church for at least 6 months prior to reserving a wedding date: the bride, the groom, or one or both of either set of parents or grandparents. If none of the above apply then you will use the Non-Member fee.

St. Simons United Methodist Church does not take deposits. Facility Fees must be paid in full when you book your reservation in order to hold your wedding date on the calendar. Your date will be confirmed once we have received your check, the required ministerial information, and completed signed Wedding Reservation Form.

FACILITY	MEMBER	Non-Member
Sanctuary	\$ 800.00	\$ 4,500.00*
Chapel	\$ 800.00	\$ 3,500.00*
Music Fee	\$ 400.00	\$ 400.00**
Officiant Fee	\$200.00-\$400.00 (SUGGESTED)	\$ 400.00**

- \$ 500.00 will be refunded after the wedding if no damage occurs
- Early Access Fee \$75.00 per hour billed in hourly increments only

** See below: Officiant and Music Fees.

Officiating Minister Fee

Members: This fee is the honorarium for the minister(s). When more than one minister participates in the ceremony, both should receive an honorarium. Members of St. Simons United Methodist Church are not charged a fee by our Senior Pastor and Associate Pastor for the wedding ceremony or for premarital counseling. Weddings are considered a part of the pastor's ministry to the members of his or her congregation. So though not required, if a member desires to present an honorarium the suggested amount is usually \$200-\$400. If someone other than the SSUMC pastor is used, you must negotiate the fee directly with them.

Non-members: If non-members wish to use a St. Simons UMC pastor, they are charged a fee due to the time dedicated to premarital counseling, rehearsals, etc., outside the scope of the pastor's regular pastoral responsibilities. The fee for a St. Simon's United Methodist Church pastor for **non-members is \$ 400.00.**

Music Fees

The music fee of \$ 400.00 is a mandatory fee paid to the Church organist/pianist. You are required to use the church organist/pianist if using piano or organ in your ceremony unless other arrangements are pre approved by the Director of Music Ministries





Wedding Reservation Form

624 Ocean Blvd, St. Simons Island, GA 31522 912.638.3317

Deposit _____
Rec'd _____
Ck # _____

Wedding Date: _____

Time of Wedding: _____

Location (Sanctuary or Chapel): _____

Nbr of Groomsmen: _____ **Bridesmaids:** _____

Rehearsal Date: _____

Time of Rehearsal: _____

Officiating Minister: _____

Address: _____

Wedding Coordinator: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Bride Information

Groom Information

Name

Address

City/State

Cell Phone

Work Phone

Email Address

Parents/ Phone

Church Member - Yes/No

Parent/Grandparent-Member

The Wedding Service (Please provide the following Information):

Florist: _____

Phone: _____

Photographer: _____

Phone: _____

Musician: _____

Phone: _____

Musician: _____

Phone: _____

Soloist: _____

Phone: _____

Will you be leaving
the Altar flowers:
YES / NO

***Signing confirms I have read the Wedding Guide and will adhere to all requests therein or forfeit my deposit.**

SIGNATURE: _____

Additional people in Wedding or Other Special Instructions (use a second sheet if needed):

FOR OFFICE USE ONLY

Wedding Day Opening Time: _____ Flower Delivery Time: _____ Ministerial Letter of Invitation Mailed: _____

Sound Tech/Phone: _____

Additional Microphones Needed: _____

Reservations are: Complete _____ Deposit Amt: _____ Date: _____

