

**NOTE: This Policy has been developed by appointed committee, approved by the Church Board and Pastoral Staff, and is non-negotiable.**

## **Planning Your Wedding...**

We believe the wedding service is a worship celebration with its focus on the vows you're making before God and to your partner for life. We are planning for your wedding to be one of the most joyous and beautiful events of your life. Midland Valley Community Church of the Nazarene offers a beautiful facility for experiencing a wedding and reception. The staff who will be assisting you will be working together, knowing that this will be a dream event for you to look back on over the years.

You as a bridal couple must register with the state to be married. Those solemnizing marriages within the state of South Carolina are acting both as representatives of the church of Christ and as agents of the state. The Pastor requires the state license at the time of your wedding rehearsal.

### ***Before the Wedding Service***

Marriage itself was ordained of God for our well-being and discovery of Himself. It is also an experience for the fulfillment of life. The state has passed many laws that regulate marriage, but marriage is from God himself.

The Scriptures say that a Christian ought to marry in the Lord. Christian marriages are officiated by ordained servants of God who require your participation in premarital counseling. The minister will set the date for premarital counseling sessions. These counseling sessions are part of our church marriage.

Start early...Midland Valley Community Church of the Nazarene has a very active and exciting church calendar filled with programs and activities. It is best to request a wedding application and consult the church office for available dates. Complete the application and return it to the church office along with \$200 security deposit. The deposit will be refunded if canceled *more than 30 days prior to the reserved date*. It will also be refunded within 2 weeks after the wedding, if no damages have occurred (e.g., candle wax, church equipment left in less than acceptable condition), and all properties of the church are returned in good condition. If the Building Coordinator must return after 11:00 pm, \$25 of the deposit is forfeited. The remaining rental fee is due in full 30 days prior to the wedding.

Only one wedding will be scheduled per date. Weddings will not be scheduled for the sanctuary the weekend before or during the week before major church events/holidays. Exceptions will be considered only if submitted in writing and are subject to staff approval.

Please know that we completely understand your wedding is a once in a lifetime blessing. Further, we greatly desire for you to be pleased with having your wedding in our church. However, we must guard our ability to maintain our furniture and equipment as well as our ability to be prepared for Sunday worship services without surprises or equipment failures. Thank you for your understanding and cooperation. May God richly bless your many years together.

## 1. Ministers

- a. The role of the Pastor is to officiate at the wedding ceremony. The bride and groom will make an appointment to discuss plans with the Pastor well in advance of setting the wedding date.
- b. Premarital counseling must be arranged with the Pastor.
- c. If the Pastor of Midland Valley Community Church of the Nazarene is not officiating in your wedding, the church board requires the Pastor approve your minister.
- d. If the Pastor of Midland Valley Community Church of the Nazarene is not performing the ceremony, then the Pastor requires a letter from the officiating pastor or from a counselor stating that premarital counseling has taken place.

## 2. Music

- a. All music and musicians must be approved by the Minister of Worship.
- b. The words and music shall not contradict nor appear out of place with the Christian message of faith and practice.
- c. The Minister of Worship will be available for consultation on musical selections or musician referral.

## 3. Reception

- a. The reception may be held in the Fireside Room, FMC-new gym or FMC Cafeteria
- b. There will be no dancing at receptions held at MVCN. *No Exceptions!*

## 4. Sound System

- a. It is required that a sound technician from MVCN be used to facilitate audio needs.
- b. Additional sound system equipment is only permitted when the Minister of Worship has approved.
- c. Floor monitors and choir hot spots may be moved or rearranged to accommodate musicians (with the assistance of our sound technicians).

## 5. Flowers/Decorations/Furniture

- a. Decorations used by the florist or decorator may not be attached to any part of the building in a way that will mar the finish or leave a lasting mark of any kind. No tacks, pins, nails, tape of any kind, or glue may be used. The wedding party will be responsible for any damages to the building or furnishings due to decorations. The decorations are to be removed promptly

- following the wedding. The name of a contact person (other than the couple) is required in the event of questions concerning decorations following the ceremony.
- b. We realize decorating will need to be done prior to your event and that will require additional access to the building. This time needs to be set up with the Building Coordinator. Parts of the building are often available during the day because facilities are used for multiple purposes. All access after these hours will be under the direction of the Building Coordinator and lock up should be no later than 11:00 p.m.
  - c. MVCN's silk plants may be utilized, but not moved from the area.
  - d. Platform furniture, that is allowed to be moved, will be moved and portable stairs added for center access by the Building Coordinator.
  - e. Kneeling rails, a communion set with stand, candelabra, the unity candle, and candle lighters are to be arranged by the bride.
  - f. Modesty rails (4) are available and placed in front of choir chairs by the Building Coordinator. There is *some* flexibility in the placement of these rails and the wedding party can discuss options with the coordinator. There will be an additional charge of \$40 for clearing the choir chairs from the platform.
  - g. Instrumentalists' stands and chairs behind the organ and keyboard may not be moved.
  - h. Our strong preference is that the drums, guitar amps and keyboard NOT BE MOVED. The organ & piano CANNOT be either rearranged on the platform or moved off the platform. These are very delicate instruments and we simply cannot run the risk of damaging them.
  - i. If the bride wishes to leave the wedding flowers for use in the church, the church office should be notified.
  - j. Drip-less, or mechanical candles are required. If there is any wax residue on carpets from wedding candles, the wedding party will be held responsible for damages. Placement/use of candles will be reserved for the chancel (platform) area (or when candles are covered by "hurricane" type sconces, for the end of pews). ***All candles must be extinguished before leaving the sanctuary for the reception.***
  - k. Some individuals rent extra decorations or equipment. Just because something may have been used in a previous wedding or reception, does not make it automatically available at others. Contact the church office for listing of items available from the church. Any damages to church decorations will be forfeited from your deposit. The rental equipment you use is to be removed from the church no later than 5:00 pm on Tuesday following the wedding.
  - l. Extra flood lights (8) are available for \$40 fee. Placement of these lights is the responsibility of the wedding party.
  - m. Any permanent or semi permanent decorations (posters, lettering, marker boards, etc.) belonging to the church or Midland Valley Christian Academy & Daycare ***may not*** be removed. If it's practical to cover them without damaging decorations or the wall, that is permissible. Otherwise, they must be left alone.
  - n. Banners hanging in the organ chamber arches are decorations for worship and are not to be moved.

## 6. Nursery (optional)

- a. We highly recommend that you have a nursery during the wedding. That will help minimize any distractions that could detract from the wedding itself. This is of course your choice.

- b. If you choose to have a nursery please contact the church office at 803-593-3114. Workers must be approved and appointed by our Children's Pastor. Nursery will be available from birth to those that have not yet reached their 3<sup>rd</sup> birthday. The fee is \$30 (minimum) for 2 hrs. Each additional hour is \$15 per hour with a maximum of 4 hours total. The \$30 (cash) minimum will be paid up front, and any additional unpaid time will be deducted from the Deposit.
- c. Custodial fee for nursery will also be added to your wedding fees. See Wedding & Facility Fees Sheet.

## 7. Use of Church Facility

- a. Smoking or drinking of alcoholic beverages will not be allowed on church property.
- b. All facilities used by the wedding party are to be restored as found.
- c. Birdseed or bubbles (no rice or confetti) is permitted only outside the building.
- d. Each wedding party is responsible for all personal items brought to the church. If rented or borrowed property is used, it is their responsibility to see that it is removed immediately after the wedding. Every reasonable effort will be made to assure the safekeeping of such items, but the church shall not be liable for any items lost, stolen, or damaged. This also applies to tuxedos. All items must be removed by 5:00 pm Tuesday following the wedding.
- e. Weddings scheduled for Saturdays at MVCN may not start after 6 p.m. because of the time required to clean up and set up for worship on Sunday. We strongly encourage afternoon weddings on Saturday to allow for more flexibility with the platform arrangement. Weddings set for Monday-Friday may be scheduled at a later time *at the discretion of the church office and availability of the church facilities.*

## 8. After the Wedding

- a. Each wedding party should designate 2 to 4 individuals who will be responsible for removing (or storing) all decorations in the sanctuary including flowers, candelabras, tooling, etc.
- b. The sanctuary should be cleared of all decorations *immediately* following the completion of pictures.
- c. All decorations used for the reception must be removed *immediately* following the reception.
- d. No food or drinks should be left in the building following the reception.