



# The Celebration of Marriage

*at Buncombe Street United Methodist Church*

Buncombe Street United Methodist Church dates back to the year 1832, when property was given by Vardry McBee to the Methodist Denomination. Organized in 1834, the church has watched Greenville grow from a small village to a major metropolitan area.

Throughout our history, we have responded to the needs of our growing and thriving congregation with evolutions in our ministries and at least seven significant expansions and renovations to the facilities at 200 Buncombe Street. In 2017, we expanded in a new way when we adopted the former Trinity United Methodist Church at 2703 Augusta Street and made it a campus of Buncombe Street.

Today we are pleased to offer our members three beautiful worship spaces suitable for weddings on our two campuses.

A Christian wedding ceremony is a service of worship, and those who are invited to share in this event are not spectators, but worshippers. It is expected that all aspects of the service will be conducted with dignity and in keeping with the liturgy, ritual, and traditions of the church.

Members of Buncombe Street United Methodist Church or children of members may use the Downtown Campus Sanctuary, the Trinity Campus Sanctuary, or Memorial Chapel for weddings. To place a wedding on the church calendar, these persons must have been members of the church for at least one (1) year.

Weddings will not be scheduled in the church Sanctuaries or Memorial Chapel on Easter weekend, the weekend prior to Thanksgiving, or during the seasons of Advent or Christmastide. All weddings will be scheduled at the discretion of the Church.

Once your wedding is scheduled, you should contact one of the ministers through the church office and ask him or her to perform your ceremony. You should then speak to the Director of Music and Arts to discuss the music for your wedding and to reserve an organist.

## Facilities

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The Downtown Campus Sanctuary will seat approximately 800 guests, the Trinity Campus Sanctuary will seat approximately 300 guests, and Memorial Chapel will seat approximately 200 guests.

Our church facilities are also available for receptions following wedding ceremonies. Receptions may be held in the Trinity Campus Fellowship Hall or in the Truluck Room or Sisk Hall at the Downtown Campus. Arrangements for the reception (including music and any decorations) must be approved by the church administration.

The buildings will be opened and available to the wedding party two hours prior to the wedding, and suitable spaces will be provided for the wedding party to prepare for the wedding.

The latest hour for a wedding will be 7:00 PM.

Rice or confetti may not be thrown in any part of the building, outside walks, driveways, or stairs.

Buncombe Street UMC is a non-smoking facility. Absolutely no alcohol or illegal drugs are allowed on church property.

## Ministers

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Weddings at Buncombe Street United Methodist Church may be performed by one or more of our staff ministers.

If you want a visiting minister to assist in the ceremony, at your request the invitation will be extended by the officiating minister of Buncombe Street United Methodist Church, who will oversee all aspects of the service.

Please arrange to have your marriage license to the proper minister no later than the evening of the rehearsal.

## The Wedding Committee

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After you have reserved the church facilities and engaged the minister and organist, a wedding director will contact you. She will arrange a meeting with you to discuss your wedding. Wedding Committee volunteers will be present at both the rehearsal and the wedding ceremony to direct, instruct, and assist you and members of the wedding party. There is no charge for this service, nor is it necessary to invite these helpers, the organist, or the minister to your rehearsal party or reception.

## Music

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Music for your wedding will be arranged through the Director of Music and Arts. He or an associate will help you plan appropriate sacred and classical music for the ceremony and will consult with you regarding soloists or instrumentalists. He will secure an organist for both the rehearsal and the wedding ceremony. The Director of Music and Arts or an associate must approve any visiting musicians.

All music, instrumental and vocal, will be in keeping with the standards of dignity and formality of traditional worship at Buncombe Street United Methodist Church. All music selections must be approved by the Director of Music and Arts or an associate no later than four (4) weeks prior to the rehearsal.

All musicians should wear choir vestments or concert black attire.

## Decorations and Flowers

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We encourage simplicity of decoration. The use of fresh flowers, greens, and candles should enhance the religious ceremony and participants, not overwhelm them.

Flowers or decorations may not be used on the pews. Pew torches may not be decorated. No flowers or ribbons should be placed outside the church.

No tacks, nails, scotch tape, pins, wire, or other attachments may be used on any furniture, walls, woodwork, or carpet. Furniture may not be moved.

Because there is no satisfactory way of safely using an aisle cloth, our policy does not allow the use of one.

### Flowers

Only fresh flowers or greenery may be used for the Altar and the bridal party. Flowers or greenery shall be used for all Saturday weddings, in either of the Sanctuaries or in Memorial Chapel, and left for the Sunday services. Flowers may be dedicated in memory or in honor of loved ones.

Two flower arrangements, placed on either side of the Altar, are required in Memorial Chapel and recommended in the Sanctuaries. However, for Sanctuary weddings, the bride may elect to have only one arrangement on the Altar.

Specific dimensions for the Altar arrangements in each worship space are as follows:

## Downtown Campus- Sanctuary

For two arrangements, flowers are placed in urns furnished by the church and will be placed on both sides of the Altar ONLY. The dimensions are the following:

Measurement of liner:

Width 9" (across top and lip) - Depth 8" - Bottom depth 5 1/2"

Size of arrangements—including container:

Height 32" (from top of liner) - Width 38"

For one arrangement, flowers are placed in an urn furnished by the church and will be placed on the Altar ONLY. The dimensions are the following:

Height 30" (from top of liner) - Width 37"

All flowers should be in the church at least two (2) hours before the ceremony. Please contact the Senior Minister's Assistant at 232-7341 for the best time to deliver.

## Downtown Campus – Memorial Chapel

For two arrangements, flowers are placed in urns furnished by the church and will be placed on both sides of the Altar ONLY. Urn liners are available for the florist to borrow upon request. The dimensions are the following:

Measurement of liner:

Width 6" (across top & lip) - Depth 9.5"

Size of arrangements:

Height 24" (from top of liner) - Width 18"

## Trinity Campus – Sanctuary

For two arrangements, flowers are placed in containers furnished by the florist and will be placed on both sides of the Altar ONLY. The dimensions are the following:

Size of arrangements—including container:

Height 32” (from top of liner) - Width 38”

For one arrangement, flowers are placed in a container furnished by the florist and will be placed on the Altar ONLY. The dimensions are the following:

Height 30” (from container base) - Width 30”

All flowers should be in the church at least two (2) hours before the ceremony. Please contact the Administrative Assistant at 864-233-8114 for the best time to deliver.

## Candles

Candles, provided by the church, will be used on the Altar.

## Pew Torches

Torches are available for use in the Downtown Campus Sanctuary. They are used in pairs and are placed on the center aisle ends of the pews. The pew torches may **not** be decorated. There is also a fee for these candles.

## Bride’s Book

Please reserve your Bride’s Book for the reception. The bride’s book is not used at the church before the wedding to assure ample time for seating guests.



## Crucifer

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All wedding processions will begin with a crucifer carrying the cross to the Altar. Acolytes, if used, will follow the crucifer. All members of the wedding party will follow in procession.

## The Wedding Party

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### Bridesmaids

Because of the limited space, the number of bridesmaids is limited to ten (10) in the Sanctuaries and five (5) in the Chapel.

A suitable space will be made available as a dressing area for the bride and her attendants. Since the church cannot be responsible for any articles left at the church or in the bride's dressing room, attendants are encouraged to gather their belongings in an appropriate manner before the ceremony. The bride should designate someone to collect any remaining items.

### Flower Girls/Ring Bearers

These, if used, are symbolic. Flower petals or confetti may not be dropped on the aisles.

Children must be age 5 or older.

### Ushers/Groomsmen

Generally, the number of ushers/groomsmen is equal to, or slightly larger than, the number of bridesmaids. The Wedding Committee will provide instruction for their duties. One usher per 50 guests is recommended.

## Reader

A reader should dress in pulpit-appropriate attire or robe and will be seated in the chancel prior to the ceremony.

## Rules of Decorum

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The wedding rehearsal and ceremony are held in a holy place dedicated to the worship of God, and therefore, all participants should act accordingly.

Alcoholic beverages and/or illegal drugs are not permitted on church property, and members of the wedding party shall not come to the rehearsal or the wedding under the influence of alcohol or drugs. No member of the wedding party under the influence will participate in the rehearsal or wedding.

## Rehearsal

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It is necessary that only the bridal party, the parents, and the grandparents attend the rehearsal. Both bride and groom share the responsibility of having their attendants arrive on time. Rehearsals should be completed within one hour.

## Photographers

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The following guidelines have been established by the Worship Committee and the Wedding Committee and will be adhered to strictly:

Prior to the ceremony, photos may be taken in the narthex or outside the church. The photographer may take one flash photo as the bride prepares to enter the nave from the narthex and other photos from the narthex as the bride and groom exit the church.

During the ceremony, photographs may be taken **from the balcony of the worship space ONLY**. Flash may NOT be used. We ask that photographers remember that the wedding ceremony is a worship service and that they refrain from actions that that might distract the celebrant or any of the participants.

Photos after the ceremony, posed and candid, are left to the discretion of the bride and groom. In consideration of the friends who attend the reception, avoid (as much as possible) long, time-consuming sessions of posed photo-taking which delay the beginning of the reception.

Video cameras with no lights or noise may be used from the balcony only and are subject to the approval of the Director of Music and Arts.

**NOTE: Ask for the sexton's assistance if any pew torches must be moved for photos.**

# Charges and Fees

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## **Organist**

Consultation, Rehearsal and Wedding  
\$425

## **Director**

Consultation, Rehearsal and Wedding  
\$500

**Vocalist/Instrumentalist** – Contact Individual

## **Crucifer**

\$25.00

**Sound System Operator** (Sanctuary weddings only)

\$50.00

## **Sexton**

\$150.00

## **Reception**

Truluck Room, Trinity Campus Fellowship Hall  
\$100

## **Sisk Hall**

\$800.00

## **Nursery Workers**

2 hours/2 workers minimum  
\$50.00

## **Decorative Items:**

Pew Torches—9 pairs (Downtown Sanctuary only)  
\$10.00/pair

## Recap of Amounts Due

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*The following fees should be paid directly to the individual prior to or at the rehearsal. For the church mailing address, see below.*

Organist	\$ _____
Director	\$ _____
Instrumentalist	\$ _____
Vocalist	\$ _____
Crucifer	\$ _____
Acolyte	\$ _____
Sexton	\$ _____
Sound System Operator	\$ _____

*The following fees should be paid to Buncombe Street United Methodist Church **no later than two (2) weeks prior to the wedding**. Checks may be mailed to the address below or dropped by the church office.*

Reception	\$ _____
Pew Torches	\$ _____
Nursery Workers	\$ _____

Buncombe Street United Methodist Church  
200 Buncombe Street  
Greenville, SC 29601  
ATTN: Senior Minister's Assistant

