



*A Guide to Weddings at  
Skidaway Island United Methodist Church*



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## Introduction

We are pleased that you wish to be married at Skidaway Island United Methodist Church. Many couples have chosen the settings of our Sanctuary and Chapel for their weddings. As one of Savannah's most beautiful houses of worship, our church building has been dedicated to the glory of God and for the purpose of worshiping him.

A wedding ceremony at Skidaway Island United Methodist Church (hereafter, "SIUMC") is a worship service celebrating the sanctity of marriage and invoking God's blessing on the union between two people. Your choice of our church for your wedding affirms that you want your ceremony to have a special religious significance and that all aspects of the wedding will reflect this conviction.

The Senior Minister, the Director of Music & Worship, and the Wedding Coordinator are happy to assist you in planning your wedding so that it has personal meaning for you, yet is appropriate to the worship traditions of our church. Scheduling your wedding here is not a rental agreement of a physical facility, but the first step in planning a celebration of Christian marriage.

To ensure that the details of your service honor the joyous and rich heritage of our church, we have compiled these guidelines for your use. This manual should answer many of your questions and serve as a guide as you plan your wedding. The first step in the process is for you to speak with our Wedding Coordinator. She will advise you on how to complete the wedding facilities agreement and return it to the church office in order to reserve your wedding date. She will then be able to answer your questions as you move forward with your wedding plans.

It is our sincere hope that your wedding will be a deeply spiritual experience, with memories that you will treasure for the rest of your lives. If you and your intended spouse do not have a church home, we will be happy to discuss church membership with you.

## Contact Information

Hale Bishop  
Senior Minister  
[hale@siumc.org](mailto:hale@siumc.org)  
(912) 598-8460 (102)

Paul Chant  
Director of Music Ministries  
[paul@siumc.org](mailto:paul@siumc.org)  
(912) 598-8460 (106)

Julie Mayville  
Wedding Coordinator  
[mayvillejc@gmail.com](mailto:mayvillejc@gmail.com)  
(912) 695-6230

*The information within revised July 2019.*

## **Church Facilities**

Church venues available for weddings are the Sanctuary, with seating capacity of 500, and the Chapel, with seating capacity for 100. (Please note that smaller, more intimate weddings may be held in the Chapel, and that certain guidelines are more flexible for these events.) The Church Parlor is available for the bride and her attendants when preparing for the ceremony. The Church Library is available for the groom and groomsmen. Generally speaking, wedding receptions are not held at the church; however, if you are interested in using Bailey Hall, let the Wedding Coordinator know so that she can provide guidelines.

On the day of your wedding, the church facilities are open and available for your use two hours prior to the time of your wedding and one hour after the wedding service concludes. If you feel that you will need additional time, please discuss your needs with the Wedding Coordinator.

Ample parking is available in parking lots in front of the church and in additional lots behind the church complex. For privacy and convenience, we recommend that members of the wedding party park behind the church and enter the door closest to the Church Parlor and Church Library. SIUMC's campus is fully handicap accessible.

The church's custodian will carry out routine cleaning of the building after the wedding. The wedding party is expected to remove all personal items and flowers. For information on the fees associated with church facilities, please see Appendix B.

## **Appropriate Behavior**

It is the responsibility of the person(s) making arrangements for the wedding to ensure that all members of the wedding party are informed concerning the following matters:

- Persons using the property of SIUMC acknowledge that both the Sanctuary and the Chapel, and many of their furnishings, have been consecrated to the worship of God and that they should be treated as such.
- The officiating minister may, at his or her sole discretion, refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs.
- Members of the wedding party or guests exhibiting behavior considered inappropriate for a house of worship and a religious ceremony will be asked to leave the premises. Upon the exercise of this authority by the church, said person or persons hereby waive any right and all claims for damages against SIUMC.
- SIUMC does not allow alcohol on the church premises.
- No outside food, beverage, or chewing gum is allowed in the church building. The Wedding Coordinator may provide water and other snacks for the wedding party on the day of the event.
- Like all United Methodist churches, SIUMC is a weapon-free zone.
- All tobacco products as well as e-cigarettes are prohibited on SIUMC property.
- Children participating in the wedding ceremony (Five years and older only) must be able to walk down the aisle unaccompanied and conduct themselves in an orderly fashion.
- No pets are allowed on the property of SIUMC.

## **Reserving the Date for Your Wedding**

Couples will contact the church to reserve a time, date, and venue for their wedding. A meeting with the Wedding Coordinator is required to go over policies and procedures for SIUMC weddings. Confirmation of the wedding date depends upon the couple's signing and returning the Wedding Facilities Agreement (See Appendix A) along with the Security Deposit.

Weddings at SIUMC are typically scheduled on Saturdays with rehearsals on Friday evenings. Weddings may begin at times between 11:00 am and 7:00 pm on Saturdays. Rehearsals generally occur between the hours of 4:00 pm and 7:00 pm on Fridays. Couples who wish to be married at another time should obtain the permission of the Wedding Coordinator and the Senior Minister. Weddings are scheduled on a first-come-first-serve basis and may be booked no earlier than one year in advance. Please note that when SIUMC is reserved as a possible inclement weather venue, all policies and fees still apply.

No weddings may be scheduled on Sundays, Saturdays preceding Communion Sundays, or during the following: the week of Christmas, New Year's Eve and New Year's Day, Holy Week and Easter, Memorial Day weekend, July 4th weekend, Labor Day weekend, Thanksgiving weekend, and dates when special facilities setups are in place for events such as concerts and other performances. Please note that SIUMC reserves the right to refuse to schedule any venue for weddings at any time.

## **The Wedding Coordinator**

Once the date, time, and venue of your wedding are confirmed, the Wedding Coordinator will work with you on the details of your ceremony. At SIUMC, the Wedding Coordinator, along with her trained team, conducts the wedding ceremony from the moment the bride and her party leave the Church Parlor to prepare to enter the Sanctuary or Chapel. She also conducts the wedding rehearsal and advises the bride and the wedding party on seating of guests and placement of the wedding party in the chancel.

If the bride has engaged the services of a professional wedding director or consultant, they are welcome to assist the bride and her attendants in the Parlor before the wedding. The Wedding Coordinator is available to meet with him/her to review the wedding guidelines and to answer questions. The Wedding Coordinator does not plan aspects of the wedding external to the church, such as, invitations, receptions, and wedding attire.

## **Ministers and Counseling**

The officiating minister for the wedding will be one of SIUMC's ministers. If none of SIUMC's ministers are available, an officiant selected by the bride must be approved by our Senior Minister.

Our ministers require that you attend a pre-marital counseling session. Please contact the church office no later than six weeks prior to the date of your wedding to schedule this counseling session. At the meeting, the minister will go over the liturgy for the United Methodist Service for Marriage. You may discuss any questions or requests that you have at that time. Changes to the worship service require approval by our Senior Minister. The liturgy for marriage appears in Appendix C of this manual.

## **Music and Musicians**

The bride is asked to schedule a meeting with the Director of Music & Worship as early as possible after confirming the date of her wedding. At this meeting the Director of Music & Worship will assist the bride in planning the music for the wedding ceremony. Following this consultation, the Director of Music & Worship will send the bride the relevant music titles and composers' names for insertion into the printed wedding program if applicable.

Music used in the ceremony must reflect the Christian nature of the wedding as a service of worship. In keeping with this principle and the heritage of traditional worship at SIUMC, couples are encouraged to include in their wedding service music that proclaims the covenant love of God toward humankind, the joy of the Christian life, the attributes of the triune God, believers' praise and thanksgiving to God, and the sanctity of the Christian home. Congregational hymns expressing prayer, praise, or thanksgiving are especially encouraged. (Appendix D includes a list of appropriate musical selections frequently used in SIUMC weddings. A link to a playlist of these selections may be found at [www.siumc.org](http://www.siumc.org).) Secular music, love songs, ballads, pre-recorded music, and contemporary Christian music are appropriate for the reception, but not for the wedding service. Please note that the music used during the prelude to the wedding is at the discretion of the Director of Music & Worship.

The Director of Music & Worship serves as organist for all weddings and, along with the church's Senior Minister, has final authority over the music and musicians used in the ceremony. Requests for an outside organist must be approved by the Director of Music & Worship. The Director of Music & Worship will contact professional vocalists and instrumentalists as needed and will arrange for any necessary rehearsals. He will also communicate their requested fees to the bride. If the bride requests specific vocalists and instrumentalists, she should bring their contact information to the initial music consultation.

## **Holy Communion**

The sacrament of Holy Communion can be a beautiful addition to a wedding ceremony. However, each wedding couple is asked to consider prayerfully whether serving Communion is appropriate when taking into account those who will attend. Many guests at today's weddings either have no sacramental background or have differing understandings of the meaning of Holy Communion.

The United Methodist Church prohibits serving Communion only to the bride and groom; if offered, Communion must be made available to all in attendance. An alternative is to serve Communion to the participants at the wedding rehearsal. If you choose to have Communion served, either at your wedding or at the rehearsal, please indicate this to the Wedding Coordinator as early as possible so that proper preparations may be made with the SIUMC Communion Stewards. A fee is charged when Communion is served to the congregation at the wedding ceremony (See Appendix B).

## **Marriage License**

The wedding couple is responsible for obtaining a marriage license prior to the wedding rehearsal. The officiating minister will require the license at the wedding rehearsal. (See Appendix E in this manual on how/where to apply for a license in Chatham County.)

## **The Wedding Rehearsal**

The church is opened and made available to the wedding party for a rehearsal of one hour in duration, usually on the evening preceding the wedding date. At the rehearsal, the Wedding Coordinator goes over the Order of Worship, with particular emphasis on the placement of members of the wedding party and the seating of guests. The family is asked to ensure that all members of the wedding party and those to be formally seated at the wedding arrive no later than 15 minutes prior to the rehearsal. Any friends or family members who will read during the ceremony should meet with the Director of Music & Worship before the rehearsal as well in order to review proper protocol for readings at SIUMC.

## **The Day of the Wedding**

The time stated on your invitation is when your ceremony begins. The ceremony begins when the minister and groom enter the sanctuary; therefore, they will enter at the time your invitation states. This means that the musical prelude and the seating of the grandparents, parents of the groom and mother of the bride will take place before the stated hour of the ceremony. The building will be opened two hours before the ceremony. We strongly recommend that members of the wedding party arrive no later than one hour in advance of the service (or earlier when requested by the photographer). Ushers/groomsmen in particular should be available for a final briefing with the Wedding Coordinator no later than 45 minutes prior to the hour of the service. The groom, groomsmen, and minister should take their place in the Groom's Room no later than 30 minutes prior to the service. All candles will be lit by the Wedding Coordinator before the prelude music begins.

## **Flowers and Decorations**

The simplest church decorations are the most appropriate. The chancel furniture must remain in place for the wedding, and under no circumstances should decorations cover the symbols in the sanctuary. Special care should be given to protect furniture, floors, and window sills from damage. The Wedding Coordinator and the Director of Music & Worship have the final authority on wedding decorations. This is to ensure that the wedding effectively reflects the spirit of traditional worship at SIUMC.

Please be aware that during certain special seasons of the liturgical year options for wedding decorations are limited. The Sanctuary in particular is decorated for worship services celebrated during those times (Example: Advent and Lenten seasons). Those decorations as well as the liturgical colors then in use take precedence and must remain in place.

Sanctuary Aisle torches (12), fern stands (2), candelabra (2), window candles with hurricane glass (10) and a Unity candle stand (with commemorative candles) belonging to the church are available for your use. The Christ Candle may also be used as a way of remembering departed family members. Fees for the use of these items are outlined in Appendix B.

The SIUMC Flower Guild has provided additional information for your use in planning flowers and decorations for our Sanctuary and Chapel. The information, which is suitable for sharing with your florist, may be found in Appendix F. If you wish to donate an altar table arrangement from your wedding in the Sanctuary for Sunday worship, please consult with the Wedding Coordinator as soon as possible.

## **Printed Order of Worship**

SIUMC encourages the use of a printed order of service as a means of involving the congregation in the worship experience. The order of service, scriptures, and all printed bulletins must be approved by the Senior Minister, and the Director of Music & Worship before they are printed, no later than two weeks prior to the wedding. (Commercial printers may require a longer production time.) Printed programs should be distributed by ushers as guests enter the sanctuary.

A basic outline of an order of service is shown in Appendix G. All programs must contain the chiming of the hour, and the following statement on photography:

*We are grateful for your presence on this joyful day. Because we consider our wedding ceremony to be an act of worship, please refrain from taking photos once the Minister enters the sanctuary. Photos may resume after the recessional begins, at the end of the service. Thank you.*

## **Photography and Video**

Because the wedding is considered a service of worship, SIUMC does not allow photographs to be taken during the ceremony; this includes the processions. The photographer may take flash pictures from the back of the worship space as the wedding party recesses at the conclusion of the wedding. If staged close-ups at the altar are desired, the wedding party and photographer may return to the chancel immediately after the ceremony. The wedding party is expected to vacate the church one hour following the wedding.

No cameras or photographers are permitted in the chancel area during the wedding ceremony. If video cameras are needed in the Sanctuary, they must be set up in the side transepts or in the back corners. In the Chapel, they must be positioned in the balcony. The wedding party may hire a videographer, but the videographer must adhere to our rules and regulations. No artificial lighting may be used during the ceremony. Lighting is set by the Director of Music & Worship and the Wedding Coordinator.

Appendix H includes additional information that you should share with your photographer. Please provide the Wedding Coordinator with the name of your photographer and his or her contact information.

**Appendix A**  
**Wedding Facilities Agreement**

**Information about the Bride**

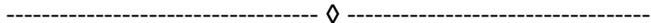
Bride's Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Church Membership: \_\_\_\_\_

**Information about the Groom**

Groom's Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Church Membership: \_\_\_\_\_

**Information about the Ceremony**

Facility Requested: \_\_\_\_\_  
Wedding Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Rehearsal Date: \_\_\_\_\_  
Time: \_\_\_\_\_



*I have read the Wedding Policies and Procedures set forth by the leadership of Skidaway Island United Methodist Church and agree to abide by the rules and regulations.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B  
Wedding Fees**

	<b>Member</b>	<b>Non-Member</b>
Sanctuary	No charge	\$1,000
Chapel	No charge	\$500
Security Deposit	\$200	\$200
Minister's Honorarium	At the couple's discretion	\$500
Organist's Honorarium	\$350	\$350
Coordinator's Fee	\$300	\$300
Custodial Fee	\$150	\$150

**Optional Fees**

	<b>Member</b>	<b>Non-Member</b>
Communion	\$100	\$100
Aisle Torches	\$100	\$100
Unity Candle	\$50	\$50
Window Candles	\$100	\$100
Christ Candle	No Charge	No Charge
Musician's Fees	As quoted	As quoted

**Please Note:**

- For purposes of this wedding policy manual, a church member is a person who is an official member of SIUMC, or the child or grandchild of a member.
- Honorariums for the Minister, the Director of Music & Worship, and the Wedding Coordinator should be brought to the rehearsal in the form of checks made out to these individuals.
- The Director of Music & Worship will advise the bride on how to remit extra musicians' fees.
- All other fees are due no less than 30 days before the wedding, and may be paid in the form of a check made out to SIUMC.
- The Security Deposit is refundable as long as there is no damage to facilities or equipment.
- The Security Deposit is not refundable if a wedding is canceled.
- When SIUMC is reserved as an inclement weather venue, all fees apply. However, should the church not be needed, all fees (with the exception of the Security Deposit) will be returned.
- All other fees are refundable if a wedding is canceled no later than 30 days prior to the scheduled wedding date.

**Appendix C**  
**The Liturgy for the Service of Marriage**  
-from *The United Methodist Hymnal*

At the time appointed, the persons to be married, having been qualified according to the laws of the state and the standards of the Church, standing together facing the minister, the man at the minister's left hand and the woman at the right hand, the minister shall say,

*Dearly beloved, we are gathered together here in the sight of God, and in the presence of these witnesses, to join together this man and this woman in holy matrimony; which is an honorable estate, instituted of God, and signifying unto us the mystical union which exists between Christ and his Church; which holy estate Christ adorned and beautified with his presence in Cana of Galilee. It is therefore not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God. Into this holy estate these two persons come now to be joined.*

Addressing the persons to be married, the minister shall say:

*I require and charge you both as you stand in the presence of God, before whom the secrets of all hearts are disclosed, that, having duly considered the holy covenant you are about to make, you do now declare before this company your pledge of faith, each to the other. Be well assured that if these solemn vows are kept inviolate, as God's Word demands, and if steadfastly you endeavor to do the will of your heavenly Father, God will bless your marriage, will grant you fulfillment in it, and will establish your home in peace.*

Then shall the minister say to the man, using his Christian name,

*N., will you have N. to be your wedded wife, to live together in the holy estate of matrimony? Will you love her, comfort her, honor and keep her, in sickness and in health; and forsaking all others keep yourself only unto her so long as you both shall live?*

The man shall answer,

*I will.*

Then shall the minister say to the woman, using her Christian name,

*N., will you have N. to be your wedded husband, to live together in the holy estate of matrimony? Will you love him, comfort him, honor and keep him, in sickness and in health; and forsaking all others keep yourself only unto him so long as you both shall live?*

The woman shall answer,

*I will.*

Then shall the minister say,

*Who giveth this woman to be married to this man?*

The father of the woman, or whoever gives her in marriage, shall answer,

*I do.*

Then the minister, receiving the hand of the woman from her father or other sponsor, shall cause the man with his right hand to take the woman by her right hand, and say after him,

*I, N., take thee, N., to be my wedded wife, to have and to hold, from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy ordinance; and thereto I pledge thee my faith.*

Then shall they loose their hands; and the woman, with her right hand taking the man by his right hand, shall say after the minister,

*I, N., take thee, N., to be my wedded husband, to have and to hold, from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish till death us do part, according to God's holy ordinance; and thereto I pledge thee my faith.*

Then they may give to each other rings, or the man may give to the woman a ring, in this wise: the minister taking the ring or rings, shall say,

*The wedding ring is the outward and visible sign of an inward and spiritual grace, signifying to all the uniting of this man and this woman in holy matrimony, through the Church of Jesus Christ our Lord.*

Then the minister may say,

*Let us pray. Bless, O Lord the giving of these rings, that they who wear them may abide in thy peace and continue in thy grace through Jesus Christ our Lord. Amen.*

The minister shall then deliver the proper ring to the man to put upon the third finger of the woman's left hand. The man, holding the ring there, shall say after the minister,

*In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.*

Then, if there is a second ring, the minister shall deliver it to the woman to put upon the third finger of the man's left hand; and the woman, holding the ring there, shall say after the minister,

*In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.*

Then shall the minister join their right hands together and, with his hand on their united hands, shall say,

*Forasmuch as N. and N. have consented together in holy wedlock, and have witnessed the same before God and this company, and thereto have pledged their faith each to the other and have declared the same by joining hands and by giving and receiving rings; I pronounce that they are husband and wife together, in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God hath joined together let not man put asunder. Amen.*

Then shall the minister say,

Let us pray.

Then shall the husband and wife kneel (*optional – communion gate must be closed*); the minister shall say,

*O eternal God, creator and preserver of all humankind, giver of all spiritual graces, the author of everlasting life; Send thy blessing upon this man and this woman, whom we bless in thy name; that they may surely perform and keep the vow and covenant made between them and may they remain in perfect love and peace together, and live according to thy laws. Look graciously upon them, that they may love, honor, and cherish each other, and so live together in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and a place of peace; through Jesus Christ our Lord. Amen.*

Then the husband and wife, still kneeling shall join with the minister and congregation in the Lord's Prayer, saying,

*Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever. Amen.*

Then the minister shall give this blessing:

*God, the Father, the Son and the Holy Spirit, bless, preserve and keep you; the Lord graciously with his favor look upon you, and so fill you with all spiritual benediction and love that you may so live together in this life that in the world to come you may have life everlasting. Amen.*

## Appendix D Musical Selections

### ***Seating of Parents***

Jesu, Joy of Man's Desiring (Bach)  
Arioso (Bach)  
Largo from "Xerxes" (Handel)

Air in F from "Water Music" (Handel)  
Canon in D (Pachelbel)

### ***Procession of the Bridal Party***

Jesu, Joy of Man's Desiring (Bach)  
Arioso (Bach)  
Largo from "Xerxes" (Handel)

Air in F from "Water Music" (Handel)  
Canon in D (Pachelbel)

### ***Procession of the Bride***

Prelude to the "Te Deum" (Charpentier)  
Processional for a Joyful Day (Wood)  
Psalm 19 (Marcello)  
Trumpet Voluntary (Purcell)  
Trumpet Voluntary (Stanley)

Trumpet Tune (Clarke)  
Festive Trumpet Tune (German)  
Rigaudon (Campra)  
Rondeau (Mouret)

### ***Congregational Hymns***

Praise My Soul the King of Heaven  
Love Divine, All Loves Excelling  
O God Our Help in Ages Past  
Guide Me, O Thou Great Jehovah  
Praise to the Lord, The Almighty

For the Beauty of the Earth  
Joyful, Joyful We Adore Thee  
Holy, Holy, Holy  
Now Thank We All Our God  
Christ Is Made the Sure Foundation

### ***Vocal Solos***

Panis Angelicus (Franck)  
Alleluia (Mozart)  
My Heart Ever Faithful (Bach)  
O Perfect Love (Barnby)  
In This Very Room (Harris)

How Beautiful (Parris)  
The Lord's Prayer (Malotte)  
Entreat Me Not to Leave Thee (Gounod)  
Be Thou with Them (Bach)  
The Call (Vaughn Williams)

### ***Recessional/Postlude***

Allegro Maestoso from "Water Music"  
(Handel)  
Wedding March (Mendelssohn)  
Toccata from Symphonie V (Widor)  
Psalm 19 (Marcello)  
Rondo in G (Bull)

Prelude in Classic Style (Young)  
Now Thank We All Our God (Bach)  
Now Thank We All Our God (Karg-Elert)  
Praise the Lord (Karg-Elert)  
The Rejoicing (Handel)  
Sinfonia from "Solomon" (Handel)

*\* Note that selections appropriate to the liturgical seasons of the year may also be used.*

## **Appendix E Marriage License Information**

*This information was current as of April 2015; couples may wish to consult the Chatham County government website to check for updates.*

Couples must apply for a marriage license through the office of the Probate Court. The Court is located at 133 Montgomery Street, Room 509. Hours are 8AM to 5PM (applications are accepted until 4PM), Mondays through Fridays, except holidays. The telephone number for marriage license questions is (912) 652-7395. This is the only location for the issuance of marriage licenses in Chatham County.

Couples should complete the forms indicated below prior to visiting the Probate Court office and should bring the originals to the office. If either or both individuals have been previously married and divorced, they should also bring the divorce decree(s) bearing the judge's signature and the clerk's stamp.

The application fee for a marriage license is \$66, but a discounted fee of \$26 may be paid when the couple submits the Certification of Completion of Qualifying Premarital Education *at the time of application*. The Certification must be signed by the individual who provided the course of premarital education and the signature must be notarized.

Probate Court Forms:

Application for Marriage License

<https://courts.chathamcounty.org/Portals/ChathamCourts/Probate%20Court/Forms/Application%20for%20Marriage%20License.pdf>

Application Supplement – Marriage Report

<https://courts.chathamcounty.org/Portals/ChathamCourts/Probate%20Court/Forms/Application%20Supplement%20-%20Marriage%20Report.pdf>

Certification of Completion of Qualifying Premarital Education

<https://courts.chathamcounty.org/Portals/ChathamCourts/Probate%20Court/Forms/Certificate%20of%20Premarital%20Education.pdf>

## **Appendix F Flowers and Decorations**

The SIUMC Flower Guild provides the following information and examples for your use in planning flowers for our Sanctuary or Chapel. Please share this information with your florist.

Recommended Florists:

Kiwi Fleur Florist  
(912) 352-0995

John Davis Florist  
(912) 233-6077

John Wolf Florist  
(912) 352-9843

Ramelle's Florist  
(912) 234-2261

Guidelines for Floral Arrangements:

- We recommend that only one set of flowers be used for the service, and that it be an arrangement on the center of the altar table.
- If communion is served, the elements must be the only thing on the altar. Two arrangements in the church's two wooden flower stands should be used at weddings where communion is served.
- Arrangements on the altar table in the Sanctuary should be no taller than the altar candles (30 inches) and no wider than the distance between them (44 inches). The altar table is 31 inches deep.
- Under no circumstances should the altar candles be moved.
- Dimensions for Chapel arrangements are 22 inches high, 35 inches wide and 30 inches deep.
- We recommend that large or medium arrangements be used on the altar table. Small arrangements in vases appear out of proportion.
- The church's urns are not available for your use. Please ask your florist to plan accordingly.
- If flowers are used on the altar, we recommend that no other items be placed on the table, other than the altar candles already in place. The altar should never appear to be overcrowded.
- If desired, an arrangement of flowers may also be placed on the narthex table.
- The building will be open two hours prior to the service for florists to place flowers.

*Please note that SIUMC prohibits the use of flower petals, rice, birdseed, confetti, and glitter. If desired, a small number of silk petals, not to exceed one cup, may be scattered by the flower girl.*

Guidelines for Decorations:

- The furniture in the altar area must remain in place for the wedding.
- Ferns and other greenery may be used as long as they do not block or obscure the furniture appointments and symbols.
- To preserve the furniture, appropriate holders or ribbons must be used on the end of the pews instead of any form of tacks, tape, or wire.
- All furniture, floors, and window sills must be protected from damage. Special care should be taken to protect all surfaces from water.
- Aisle torches, fern stands (2), candelabra (2), window candles with hurricane glass (10) and a Unity candle stand (with commemorative candles) belonging to the church are available for your use. Fees for the use of these items are outlined in Appendix B.
- SIUMC provides all candles used at the wedding. The candles in the chancel use oil, while the candles in the windows and aisle are battery operated.
- Decorations are not permitted in the narthex or on the exterior of the building.

**Appendix G**  
**Sample Printed Order of Worship**

The Celebration and Blessing  
Of the Marriage of  
[Bride's name]  
And  
[Groom's name]

On Saturday, the Fourteenth of May  
Two Thousand Sixteen  
At Six O'Clock in the Evening

Skidaway Island United Methodist Church  
Savannah, Georgia

Prelude

Seating of Mothers

Chiming of the Hour

Processional  
[Title and Composer]

Bridal Processional  
[Title and Composer]

Greeting

Declaration of Intention

Scripture Reading  
[Book, Chapter, Verse]

Exchange of Vows and Ring Ceremony

Lord's Prayer

Benediction

Presentation of the Couple

Recessional  
[Title and Composer]

*\* When congregational hymns and/or vocal solos are included, these will be added at the appropriate points of the order of service. The Director of Music & Worship will assist you with the sequence.*

*\*On another page, the names of the wedding party are listed by title (Officiant, Parents, Grandparents, Maid of Honor, Bridesmaids, Best Man, Groomsmen, Organist, other musicians, Wedding Coordinator). When the Christ Candle is lighted in memory of family members, the printed program should contain the names of the departed.*

## **Appendix H Reminders for Photographers**

Skidaway Island United Methodist Church is located at 54 Diamond Causeway in Savannah, GA. The telephone number is (912) 598-8460 if you have questions about the information below; please ask for the Wedding Coordinator.

We have been advised that you are to be the photographer for a wedding at Skidaway Island United Methodist Church. The Church looks upon a wedding performed in our church as an act of worship celebrating the sacred union between two people who are blessed by God. We ask that all who have a role in the wedding respect this concept with their behavior at all times.

As the photographer, your adherence to the following rules of SIUMC is expected:

- When you arrive at the church, please identify yourself to the Wedding Coordinator. She will assist you with questions about the facility and the timing of the ceremony.
- No photographs may be taken during the processions or the ceremony. Absolute silence must be maintained, and the photographer's presence should never be noticed by the congregation. (This means that the photographer should never be at the front of the church or in the center aisle.)
- Flash pictures may be taken from the back of the church as the party recesses toward the Narthex.
- If staged close-ups at the altar are desired, the bridal party may return to the chancel area immediately after the ceremony.
- The wedding party is expected to vacate the building one hour after the end of the wedding. Please plan your work to meet this deadline. (Example: If the wedding ends at 7:00 pm, the wedding party must be out by 8:00 pm.)
- If any area is used for posed shots before or after the wedding, it must be left as you found it. No furniture is to be moved by anyone without the approval of the church's Wedding Coordinator.
- Do not stand on pews or altar cushions.
- If you are photographing in the Sanctuary or Chapel before the wedding, please plan to finish no later than 30 minutes prior to the wedding start time. The music begins at that time and there should be no activity. This includes testing and set-up.
- Cameras/Photographers may not be placed in the chancel area. All photos/videos should be taken from the back of the church or from the transepts.
- Artificial light is not permitted for videos/or photographs.
- Photographers are encouraged to dress appropriately.
- Our Wedding Coordinator will assist you in any way possible. She is familiar with the church facilities and with the detailed plans for each wedding. Please cooperate with her; failure to do so will result in no further assignments in the church.
- Thank you for following our procedures.

*Note: Before setting up your equipment, contact the Wedding Coordinator to determine available locations. The Sanctuary or Chapel will be opened two hours before the wedding time. Absolutely no tobacco products or alcoholic beverages are allowed on church property. No food, drink or chewing gum is allowed in the Narthex, Sanctuary, Chapel, Parlor, or Library.*





**SKIDAWAY ISLAND**  
**UNITED METHODIST CHURCH**

54 Diamond Causeway – Savannah, GA 31411

[www.siumc.org](http://www.siumc.org) – (912) 598-8460