

WEDDING POLICY

First Presbyterian Church

108 East Cambridge Avenue
Greenwood, South Carolina 29646
(864) 229-5814

Updated February 2021

PLANNING YOUR WEDDING

I. GETTING STARTED

A. The Service

The Christian wedding service is an act of worship in which we acknowledge God's direction and blessing on the marriage. Therefore, all that we do during the service should contribute to the celebration and sanctity of this worship event. So that your wedding may be meaningful and enjoyable for all participants, the following guidelines have been prepared. In these guidelines any references to "the church" shall mean the First Presbyterian Church of Greenwood unless otherwise noted.

B. Setting the Date

Member – Reservations for the day and times of the wedding and rehearsal are needed. Please call the church office (864-229-5814) as soon as possible. The secretary will notify the Wedding Committee Director and she will contact you. Please note that we cannot schedule weddings for the weekend of Easter Sunday or the first weekend in December.

Sponsored Couples – Non-members must be sponsored by a **member** of First Presbyterian Church of Greenwood. That member shall bear the responsibility of ascertaining that all rules and regulations of this Wedding Policy are adhered to. The sponsoring member and the non-member shall arrange a meeting with the pastor to discuss these responsibilities. **Because of the ever-changing calendar of the Church, reservations from non-members will not be accepted more than four months prior to the desired wedding date.**

II. PASTOR(S)

One of the pastors on the Church staff will be involved in the wedding ceremony. Please contact the pastor as soon as possible to arrange for premarital counseling sessions. **No wedding date can be finalized until after this counseling has occurred.**

The pastor is the final word on the marriage worship service. The pastor will be in regular conversation with all those involved in assisting you with your wedding.

The pastor will want to:

- a. Finalize your wedding date and plans.
- b. Offer premarital counseling covering the topics of:
 - The wedding service and Christian worship.
 - Communication and relationship building.
 - Faith and lifelong companionship.
- c. Schedule appointments as soon as possible.
- d. Provide leadership and friendship as you move closer to the marriage event.

If a clergy person from another church is desired to be a part of the wedding service, the invitation must come from the host pastor. The role of outside clergy

is left to the discretion of the presiding pastor and approved by the session of FPC. **The pastoral staff of the Church shall ultimately be responsible for the marriage service.**

III. THE WEDDING DIRECTOR

All weddings held in the Church will be under the direction of the Wedding Committee Director. No outside directors are allowed. A member of this committee will assist you in planning and conducting your wedding. The committee members are skilled in helping you to have the most meaningful wedding possible and they know all the facilities available and can greatly enhance your wedding.

Refer to Wedding Director Fees under Section XI.

- Direct the rehearsal and wedding, instruct the wedding party, and time the entrances during the service.
- Meet with the bride and mother (groom if he wishes) before the wedding to plan the wedding and rehearsal and provide other counsel and advice.
- **The Church Secretary will contact one of the Directors who will get in touch with you. Directors are assigned on a rotational alphabetical basis.**
- **The Church will ordinarily be open 30 minutes before the time of the rehearsal and 2 hours before the time of the wedding. Earlier times require additional fee and is subject to the availability of custodian.**

Directors: Julie Cooner
Martha Ann Davis
Peggy Hammett
Christie Hite

IV. MUSIC

A. Planning the Music for Your Wedding

When you decide to have your wedding in a church, you are deciding that your wedding is to be a WORSHIP SERVICE. Therefore, the various elements of the service, including all the music will focus on praise and thanksgiving to God for gifts of love, faithfulness, and family life. Prayers shall be offered for help and blessing on this and all marriages. When planning the music please keep the following points in mind:

- **Only sacred vocal music allowed.**
- Music should be chosen which will be in keeping with the joyful dignity and solemnity of the occasion. The Music Director and/or Organist must approve all the music for the wedding service, regardless of who the organist or soloists may be.

- Music of a secular or less formal nature is more appropriate for the rehearsal dinner or wedding reception.
- **Pre-recorded music is prohibited.**
- Photocopying published music is illegal. Please be sure to provide the organist with published copies of whatever is to be sung. ***The organist will not play from illegal copies.***

B. Making Arrangements with the Church Organist

- The Church's organist will look forward to meeting you and helping you find just the right music. Usually this can be done by arranging a single meeting time. Plan this well in advance of the wedding so that there is time to order and rehearse any special music that may be chosen. Any vocal and/or instrumental soloists should be discussed as soon as possible.
- The Church's organist should be notified as soon as possible so that he may reserve the date and time for both the wedding and the rehearsal.
- It is strongly suggested that the Church's regular organist be utilized. He knows the instrument the best and is familiar with the order and procedures of the Church. If an "outside" organist will be used, permission needs to be given by the Music Director. Arrangements need to be made with the staff organist for access to the organ.
- Refer to the fee schedule (Section XI) for the organist fee.

The Church Music Director is Steven Skinner. steve@firstgreenwood.com.

V. SANCTUARY

The Session of the Church has directed that the following guidelines be followed for services or activities held in our sanctuary. Any variation in use of equipment other than what is already available needs the approval of the Pastor at least one week prior to the wedding.

- a. No equipment (recording, video, flash, speakers, etc.) should interfere with the sacredness, the appearance of symmetry of the sanctuary. The location of each piece of equipment, if found acceptable, must be approved by the Pastor or the Worship Committee.
- b. No furnishing in the sanctuary is to be moved without the approval of the Pastor.
- c. The Communion Table is to remain in the sanctuary during wedding; it may be moved up to the Chancel area.
- d. The wooden shutters in the windows of the sanctuary **are not to be opened or closed**, but must remain as they are.

- e. Parties using the facilities are responsible for any damage to the building or furniture during their use.
- f. The Dossal (the curtain behind the cross) is changed according to the liturgical colors of the season. If the bride would prefer white for the wedding, all efforts will be made to change the Dossal. However, during Advent and Christmas season (that is, between the Hanging of the Greens service and January 1), the Dossal must remain purple. This is due to the special seasonal decorations that will already be in place in the Chancel area and cannot be moved. This is also true for the Easter season.

VI. DECORATIONS

Florists and families are reminded that due to the beauty of the Sanctuary and our Presbyterian tradition, excessive floral and candle decorations are not encouraged. Please maintain discretion and good taste. Florists for weddings should be provided the following guidelines in working with wedding in First Presbyterian Church of Greenwood.

- a. Arrangements for access to the Church building before and after the wedding are to be made ahead of the wedding date with the Wedding Director or the church office.
- b. Care should be taken in setup of flowers and other decorations so as not to damage carpet and woodwork. The Communion Table is not be used as a work table.
- c. Floral decorations used in the sanctuary shall not be attached to furniture or woodwork by tape or any other procedure which might deface. Pew candles cannot be used.
- d. Precaution shall be taken to protect furniture and carpet against stain or drippings when potted plants or greenery are used.
- e. Only dripless candles may be used in the chancel provided proper precautions are taken to protect the carpets and furniture. Before floral decorations or candles are placed anywhere in the sanctuary area, **the Wedding director must be consulted.**
- f. Hurricane lanterns must cover all candles used in the sanctuary windows.
- g. **All decorations MUST be removed from the sanctuary by the florist or the person responsible for decorating immediately following the service. The church cannot store any decorations over the weekend.**
- h. **Do not remove the brass flower containers from the marble altar in the chancel area.**

- i. For weddings in the chapel do not put flowers on the communion shelf of the marble altar.
- j. Only silk flower petals can be tossed on the carpet.

VII. PHOTOGRAPHY

A. Still Pictures

- a. Prior to the service, the photographer should make arrangements with the families for certain pictures to be made, taking care not to interfere with last minute preparations immediately before the service.
- b. All pictures taken in the sanctuary shall end 45 minutes before the hour of the wedding.
- c. Absolutely no flash pictures allowed in the sanctuary during the service. Non-flash pictures may be taken from the balcony or narthex during the service provided the camera noise is not loud enough to be distracting.
- d. After the recession, the wedding party will exit through the rear of the sanctuary, come around the outside and enter adjacent to the pulpit. The Pastor will join the wedding party and the photographers in the chancel. Various aspects of the service can be restaged as the families and photographers desire.

B. Cameras and Tape Recorders During the Ceremony

- a. A video camera may be set up in the balcony and attended if needed. In the chancel area, a video camera may be set up within the choir seats provided it is preset during the rehearsal. This camera may not be attended during the wedding service.
- b. No camera may be used in the sanctuary during the wedding service by family or friends.

C. The use of the church sound system requires a trained AV person. Fees are reflected in section XI.

VIII. REHEARSAL PARTY AND/OR RECEPTION

- a. The church fellowship hall, Alexander Hall, and full kitchen facilities are available for receptions and other events. The wedding director will be glad to acquaint you with what is available in silver, linen, dishes, and tables.
- b. Caterers will have access to all kitchen facilities and are responsible for leaving all equipment clean and in place as it was found.

- c. Please remember that for everyone's safety, no rice or birdseed may be thrown inside or outside the church building.

IX. NURSERY

If nursery facilities are desired during the wedding and/or reception, the bride is responsible for securing and paying for the nursery attendant. Rooms must be left clean and orderly.

X. ALCOHOL, TOBACCO, DRUGS AND FIREARMS

At no point are alcohol, tobacco, drugs or firearms permitted on the church property. This includes inside and outside of the church building. Exceptions may be granted for Firearms with session approval.

XI. FEES

The Church does not charge its members for the use of its building and other facilities. However, there are custodial fees for preparation and cleanup of our building. Non-members are charged additional fees based on usage. For purposes of the Wedding Policy, a person on the membership roll of the church, a child or a grandchild will be considered a member.

The sanctuary facilities include candle lighters, candles on the marble altar and a kneeling bench, if desired.

CHECKS PAYABLE AS INDICATED BELOW SHOULD BE GIVEN TO THE WEDDING DIRECTOR NO LATER THAN TWO WEEKS BEFORE THE WEDDING DATE.

	<u>MEMBERS</u>	<u>SPONSORED COUPLES</u>
PASTOR:		
Wedding in sanctuary or chapel <i>Make checks payable to the pastor</i>	Not Required	\$350
ORGANIST:		
Consultation, rehearsal, wedding	\$300	\$300
For additional rehearsals with soloists at times other than the Wedding rehearsal <i>Make checks payable to the organist</i>	\$50	\$50
WEDDING DIRECTOR:		
Wedding and rehearsal <i>Make checks payable to the wedding director</i>	\$350	\$500
AV SPECIALIST:		
Sound	\$100	\$100
Sound and Live Stream <i>No streams can be guaranteed.</i>	\$250	\$250

Make checks payable to First Presbyterian Church.

FACILITIES:

Wedding in sanctuary	N/A	\$1000
Wedding in chapel	N/A	\$550
Use of Alexander Hall	N/A	\$1000
Use of Church's silver, linens, dishes	N/A	\$300

Make check payable to First Presbyterian Church of Greenwood

CUSTODIAN:

Rehearsal and wedding in sanctuary	\$300	\$300
Early entry more than 2 hours before ceremony	\$ 50/hr	\$50/hr
Rehearsal and wedding in chapel	\$100	\$100
Rehearsal dinner in Alexander Hall	\$300	\$300
Reception in Alexander Hall	\$300	\$300

For sponsored couple dinners or receptions, the building must be vacated by 10:00 p.m.

Make check payable to Mr. Al Mitchell or Mr. Vince Plotczyk

IMPORTANT REMINDERS

1. Call the church office to check for open dates.
2. Schedule your appointments with the pastor as soon as possible.
3. Schedule an early appointment with the church Wedding Director that has been assigned to you.
4. Schedule an early appointment with the church musician to have the wedding music approved and the dates for the wedding secured.
5. Make sure the florist and photographer are aware of the church policies.
6. Payment for all fees must be made two weeks before the wedding.
7. Bring your marriage license to the rehearsal.

(Detach and give to your Wedding Director)

Please sign and give to your Wedding Director:

I have read **ALL** material in the Wedding Policy manual of First Presbyterian Church and agree to abide by all rules.

Signature

Signature of Sponsor, if applicable

AFTER SIGNING, PLEASE RETURN THIS FORM TO YOUR WEDDING DIRECTOR.

FIRST PRESBYTERIAN CHURCH

Wedding Information Sheet

BRIDE: NAME _____
ADDRESS _____

TELEPHONE _____ (Home)
_____ (Work)
_____ (Cell)
_____ (E-Mail)

GROOM: NAME _____
ADDRESS _____

TELEPHONE _____ (Home)
_____ (Work)
_____ (Cell)
_____ (E-Mail)

WEDDING DATE: _____ TIME _____

REHEARSAL DATE: _____ TIME _____

PERSON MAKING WEDDING ARRANGEMENTS: _____
TELEPHONE: _____
E-MAIL: _____

Please return to: First Presbyterian Church of Greenwood
108 E. Cambridge Ave.
P. O. Box 426
Greenwood, SC 29648

A MEMBER OF THE WEDDING COMMITTEE WILL BE IN CONTACT WITH YOU.