

**SOUTH AIKEN
PRESBYTERIAN CHURCH**

Wedding Policy and Information Guide

As approved by the Session in May 2018



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INTRODUCTION

This booklet of wedding policies and procedures has been prepared by the staff and the wedding coordinator of the South Aiken Presbyterian Church (SAPC) and adopted by the SAPC Session as a guide to persons planning a Christian wedding. It is hoped that most questions are answered by this document. **However, this document cannot and does not serve as a substitute for personal conferences or meetings with the pastor, pianist/organist, and wedding coordinator.**

THE PRESBYTERIAN BELIEF REGARDING MARRIAGE

The position and belief of the Presbyterian Church (U.S.A.) may be found in the *The Book of Order*. Included in that section are these words:

“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.” *Book of Order*

Additionally, the Westminster Confession of Faith as found in *The Book of Confessions* of the Presbyterian Church (U.S.A.) offers a further, historic, statement on marriage, divorce and remarriage in Chapter 26. As paragraph three points out, the promise of a Christian marriage is based upon a common commitment to Christ by both partners and a common intent to make their home Christ-centered. Convinced of the trust of this, it is the policy of the pastors to marry only those persons who do profess their commitment to Christ.

Because a Christian marriage service is a worship service, the denomination’s *Book of Common Worship* provides guidance regarding the order of the wedding. Specifically, the typical order of service will follow the outline of “Christian Marriage: Rite I”, which is as follows:

1. Entrance
2. Sentences of Scripture
3. Statement on the Gift of Marriage
4. Prayer
5. Declaration of Intent
6. Affirmation of the Families
7. Affirmation of the Congregation
8. Reading from Scripture
9. Sermon
10. Vows
11. Exchange of Rings (or other symbols)
12. Prayer
13. The Lord’s Prayer
14. Announcement of Marriage
15. Charge and Blessing

Any further elements to this order of service shall be included at the discretion of the pastor, who shall have entire responsibility for the direction of the worship service. Any music accompanying the service should be to the glory of God, who sanctifies marriage, to which end the use of hymns by the congregation is appropriate.

Copies of *The Book of Order*, *The Book of Confessions*, and *The Book of Common Worship* and, an additional resource, *The Protestant Wedding Source Book*, are available for review in the church library or can be accessed by consulting with the pastor.

GENERAL POLICIES

Wedding ceremonies are religious services and all aspects of the ceremony should reflect this.

The Session must approve all weddings held at SAPC. Such approval automatically includes the use of the sanctuary for the service. Requests to hold a wedding at SAPC will be reviewed by the Property Committee prior to going to the Session.

Both members and nonmembers may be married at SAPC. The pastors of SAPC are available to all members of the church for weddings. Nonmembers may also arrange for their services. The pastors of SAPC perform weddings at special venues at their discretion.

Guest ministers may officiate at weddings held at SAPC subject to Session approval. Requests for approval should be submitted as soon as possible after the wedding is scheduled to allow sufficient time for Session action. If a guest minister is to officiate at a wedding held at SAPC, the minister must consult with the SAPC Senior Pastor in preparing for the service. Payment for the guest minister's services will be arranged directly with the guest minister and will not be paid to/through SAPC.

Nonmember weddings will not be held in either December or during Holy Week. Member weddings will only be held during these times under special circumstances.

South Aiken Presbyterian does not permit alcohol of any kind on its premises.

SCHEDULING

Members of the church are encouraged to select a date and schedule their wedding as early as possible in order to secure the desired date. Members may schedule a wedding on the church calendar up to one year (1 year) in advance of the ceremony. Nonmembers may schedule a wedding no earlier than nine (9) months prior the date of the ceremony. The Session must approve all weddings held at SAPC. This approval includes use of the sanctuary for the service and the use of pre-wedding bride/groom dressing areas. Use of other church facilities, such as the fellowship hall, gym and kitchen, by the couple being married is also subject to Property Committee and Session approval. Requests to hold a wedding at SAPC and/or to use other church facilities for a rehearsal dinner/reception should be submitted to the Session in writing no later than 60 days prior to the ceremony. Requests should be sent to the church office the first week of the month so that they arrive in time to be reviewed by the Property Committee prior to going to the Session. The Property Committee meets the second Tuesday of each month. SAPC encourages couples to submit their requests to hold a wedding at SAPC as early as possible.

The date and time of the wedding ceremony is at the discretion of the couple to be married and is usually set to accommodate the wedding party and guests. In general, Sundays and holidays should be avoided. However, church members may hold their weddings on a Sunday during services so as to include the entire church family.

Couples who wish to hold their wedding at SAPC should contact the church office at (803) 648-9574, Mon. – Thurs., 8:00 a.m. – 5:00 p.m. to determine if their desired wedding date is available on the church calendar. If the date is available, the church secretary will then assist the couple in contacting the SAPC wedding coordinator, who will work with them as they plan and prepare for the ceremony. After the couple has had an initial

consultation with the wedding coordinator, the date will be placed on the church calendar, at the wedding coordinator's request, as a tentative event. Once the officiating pastor or guest minister agrees to perform the ceremony, the wedding is approved by the Session, and required fees are paid (see fee schedule below), the status of the wedding date will be revised on the church calendar to reflect a confirmed event. PLEASE NOTE: If a wedding date is not confirmed on the church calendar, the couple being married risks not having their preferred date for the ceremony. No wedding invitations should be ordered until after a date is confirmed on the church calendar.

PREMARITAL COUNSELING

The couple being married should make initial contact one of the SAPC pastors no later than ten to twelve (10-12) weeks prior to the desired wedding date (sooner if possible) in order to secure his/her services and discuss the schedule for premarital counseling.

The couple shall undergo premarital counseling with the pastor (or guest minister) officiating the ceremony. Three (3) premarital counseling sessions and possibly more, depending upon the circumstances, are required. If a guest minister is officiating at the ceremony, he/she shall send a letter to the SAPC Senior Pastor confirming that premarital counseling has been conducted.

PLANNING FOR THE WEDDING

General

Because of the religious significance of a wedding service, it is essential that the following three persons be involved in planning and preparing for a wedding held at SAPC: the pastor/minister, the wedding coordinator, and the pianist/organist. After the initial consultation, the couple being married should contact the wedding coordinator early in the planning process to initiate plans for the wedding and to insure adequate time for preparations. As stated above, the couple should also make initial contact with the officiating pastor as soon as possible prior to the ceremony. They are required to consult with the pastor/minister on the scripture readings and an order of worship for the service. The couple should also confer with the pianist/organist at least ten to twelve (10-12) weeks prior to the wedding to discuss the music. The meetings with the pastor and pianist/organist should take place before wedding bulletins, if applicable, are prepared if the scripture readings and music are to be specifically referenced in the bulletin.

Wedding Coordinator

The couple being married is required to use the services of the SAPC wedding coordinator. The church's wedding coordinator serves as the SAPC primary point of contact for weddings, assists the couple with their wedding planning, and coordinates all aspects of wedding preparations except for private weddings involving only immediate family members. She/he assures that the details of the rehearsal and wedding service are carried out as planned and in a satisfactory manner. She/he also approves plans for the rehearsal dinner and wedding reception if they are held at SAPC. The coordinator's familiarity with the church's staff, facilities, and equipment especially qualifies her/him to assist the couple in planning for a meaningful ceremony. If the couple hires an event specialist and/or caterer, they must work closely with the wedding coordinator during the planning process. They will provide their contact information to the SAPC wedding coordinator.

The Wedding Party

The wedding party is defined as all persons who will be taking part in the wedding ceremony. The members of the wedding party should all be listed on the attached information sheet. They are required to attend the rehearsal.

For the wedding service, pews are reserved in the front of the sanctuary for family members and friends as desired by the couple. The couple must let the wedding coordinator know in advance who will be sitting in the reserved section so that sufficient space can be allotted.

Music

Music is an important part of a meaningful wedding ceremony. *The Book of Order* reminds us “marriage is a gift God has given to humankind for the well-being of the entire human family”. Therefore, the music as incorporated into the service should be to the Glory of God who sanctifies marriage, and the same criteria should be used for selecting wedding music as for any other worship service. The use of hymns is especially appropriate. Fitting music should also be chosen for the prelude, processional, recessional and postlude. There are many lovely compositions from which to choose, and the pianist/organist can help the couple in making their selections. If special music is to be used at the wedding service, the couple being married must purchase it and insure it is delivered to the pianist/organist at least two (2) weeks prior to the wedding rehearsal.

The couple must consult with the SAPC pianist/organist concerning the selection of music for the wedding service.

If guest instrumentalists will play or vocalists perform at the ceremony, a complete list of the musical selections they will be performing must be given to the wedding coordinator at least two (2) months prior to the ceremony. The selections will be reviewed by the pianist/organist and must be approved by the SAPC Director of Music.

Instrumentalists

The SAPC pianist/organist, if his/her schedule permits, is available to play for weddings. If guest instrumentalists will be used during the wedding ceremony, the SAPC pianist/organist should be consulted as to their selection. The SAPC Director of Music must approve the selection of guest instrumentalists. The cost of using guest instrumentalists is not included in the fees paid to SAPC and SAPC is not responsible for their compensation.

If guest instrumentalists need rehearsal time in the sanctuary prior to the wedding, the couple being married must inform the wedding coordinator of this need well in advance so that arrangements can be made for access to the sanctuary, etc. The rehearsal time must be scheduled with the church office and placed on the church calendar. The same scheduling requirements will apply if the instrumentalists want or need to set up in the sanctuary more than an hour before to the ceremony begins.

If needed, the SAPC Director of Music can assist in finding instrumentalists.

Vocalists

The couple being married must inform the wedding coordinator if a guest vocalist(s) is going to be used at a wedding held at SAPC. The cost of using guest vocalists is not included in the fees paid to SAPC and SAPC is not responsible for their compensation. If a vocalist wishes to have a rehearsal, it is the responsibility of the vocalist to contact the pianist/organist to determine if he/she is available for a rehearsal and to discuss possible rehearsal times. There is a per hour charge for rehearsal time with the pianist/organist (see fee schedule below). After rehearsal times are discussed, the same requirements as set forth above for instrumentalists must be followed to reserve the sanctuary or choir room for a rehearsal. If needed, the SAPC Director of Music can assist in finding vocalists. The Director of Music must approve the use of guest vocalists.

Sound

A SAPC sound operator shall provide any and all required sound/microphone support in the sanctuary during the wedding service. There is a fee for this service. This is set forth in the fee schedule below.

SAPC has a sound system in the gym that may be used to make speeches, toasts, and remarks at a rehearsal dinner and/or reception if desired. The use of this system is included in the fee for the gym. If used, the sound system in the gym will be operated by a designee of the couple being married. The person so designated must have a tutorial on how to operate the system prior to the event, which must be arranged with the wedding coordinator. Alternatively, the couple may bring in sound equipment and microphones that have been procured elsewhere and use these at their rehearsal dinner and/or reception. The couple is responsible for securing alternative equipment and paying any and all fees associated with its use. If damage occurs to such equipment brought while it is onsite, the couple is financially responsible. For sound systems associated with disc jockeys and bands, see the facility and equipment section below.

Flowers & Decorations

In planning decorations and flowers for a wedding, the decorations and flowers should be in keeping with the SAPC sanctuary and reflect the religious significance of the wedding service. Again, the couple being married should work closely with the wedding coordinator in planning decorations and selecting flowers for the wedding. They must ensure that the florist and/or decorator adheres to directions of the wedding coordinator and the decorating policies of the church.

Silk flower arrangements, natural flowers, natural plant materials, and flower petals (natural or silk) may be used at weddings conducted at SAPC. It is recommended that one or two floral arrangements, not more than two candelabras, and palms or other greenery be used in the chancel area. A slight variation from this recommendation may be granted at the discretion of the wedding coordinator. The church's florist may be used to provide the floral arrangements. The wedding coordinator can provide contact information for the church florist. No flowers or candles are to be placed directly on the communion table. Nor is the communion table to be moved from the chancel area. A kneeling bench or cushion may be placed in the chancel area for use during the service, but it is not provided by the church. All decorations added to the chancel area must be removed after the service.

Decorations may be used elsewhere in the sanctuary, in the narthex, and at the entrance to the church with the permission of the wedding coordinator. An aisle runner is required if natural flower petals are to be sprinkled or dropped by a member of the wedding party (i.e. the flower girl) during the course of the processional, recessional or any other part of the ceremony. A runner 65-70' long and 3-4' wide is needed to ensure that the aisle is adequately covered. Silk flower petals may also be used. All flower petals must be completely removed from the floor of the sanctuary (and any other place where they have fallen) when the other wedding decorations are removed.

All decorations and equipment, with the exception of the floral arrangement(s) (see below), must be removed from the sanctuary, narthex and entrance within 24 hours of the ceremony. However, if the sanctuary is scheduled to be used for another event or for worship services within 24 hours of the wedding ceremony, decorations and equipment must be removed immediately following the wedding service. Items brought onsite and used by either the bride in the library or the groom in the pastor's conference room should also be removed within the same time frames. Decorations and equipment used at either the rehearsal dinner or the reception, if held at SAPC, shall be removed following the event at a reasonable time as stipulated by the wedding coordinator. The wedding coordinator shall check with the church office to see if the sanctuary or other areas of the facility are scheduled to be in use in determining the schedule.

If the couple so desires, they may donate the floral arrangement(s) used in the chancel during the wedding to the church for use during worship services the following Sunday.

No tacks, pins, nails, glue or tape may be used to fasten decorations to furniture, carpet, or structures. Carpet, upholstery, and furniture must be fully protected from moisture and candle wax. It is always prudent to check with the wedding coordinator as plans are made for the fastening and placement of decorations. If any damage

results from the use of decorations, candles, natural flowers, plant materials and/or greenery, the couple being married will be held financially responsible.

Photography

The church recommends that an experienced, professional wedding photographer/videographer be used to take wedding photos/video for the couple being married. This allows for the least distraction during the ceremony, the greatest efficiency, and a highest quality of photos/video. The couple being married will provide the name and contact information for the photographer/videographer to the wedding coordinator, and the wedding coordinator will insure that the couple knows when and where pictures may be taken. It is then the responsibility of the couple to insure that the wedding photographer, family, and guests are fully aware when and where pictures and/or video will be taken. The photographer/videographer should attend the wedding rehearsal in order to plan for taking pictures on the day of the service.

Pictures and video may be taken both outside and inside the church as the wedding party and guests arrive and before the wedding ceremony begins. Pictures can also be taken from the balcony, narthex and side aisles of the sanctuary by a professional photographer/videographer during the service if coordinated with the minister. Additional photos/video may be taken after the service and reenactments performed as the wedding couple desires. Guests should be discouraged from taking photos or video during the service.

Videotaping is allowed but must be coordinated with the minister during the rehearsal. Photography and videotaping cannot be performed with the use of bright lights or flash at any time during the ceremony to include the processional and recessional.

Bulletins

The couple being married may wish to use bulletins for their wedding service. If needed, there are catalogs in the church office from which they may select and purchase preprinted bulletin covers. The couple may request that bulletins be prepared by the church office, using either a preprinted bulletin cover or a regular church bulletin cover and office equipment. This request will be granted if office support is available and their schedule permits. If the couple wishes to use the services of the church office, preprinted bulletin covers (if used) must be shipped and all information needed to prepare the bulletins submitted to the church office at least three (3) weeks prior to the ceremony. Fees for this service are outlined in the fee section of this policy. Alternatively, the couple may also obtain and use professionally prepared wedding bulletins from stationary stores, specialty print shops, wedding resources, or online sites.

THE WEDDING REHEARSAL

It is essential that the couple being married hold a rehearsal with the officiating pastor/minister prior to the wedding. The purpose of the wedding rehearsal is to prepare each member of the wedding party for the part that he or she will play in the wedding service. For this reason, all members of the wedding party as well as all family members who will be in the processional should be present at the rehearsal. All instrumentalists and vocalists must also be present. Inasmuch as the couple has a key role in the wedding service, they should rehearse their parts. The use of a stand-in for either the bride or the groom at the rehearsal is not permitted.

All aspects of the rehearsal will be directed by the pastor/minister and the wedding coordinator. Prior to the rehearsal, the wedding coordinator, working with the couple, will determine the arrangement of the wedding party in the chancel for the wedding service.

Ordinarily, the best time to start the wedding rehearsal is 6:00 p.m. the evening before the wedding. No less than an hour should be allotted for the rehearsal. More time may be required by the officiating pastor/minister and/or the wedding coordinator.

All members of the wedding party should arrive on time for the rehearsal. It is not only a matter of courtesy to all those participating but also insures that the rehearsal will end on time.

The marriage license is given to the pastor/minister at the rehearsal. This allows adequate time for the pastor/minister to obtain signatures and complete other requirements.

REHEARSAL DINNER AND RECEPTION

It is the responsibility of the couple to allow sufficient time for the rehearsal before the rehearsal dinner. There should be time for general statements, line up and instructions for ushers, attendants, and parents, and at least two complete run-throughs of the ceremony. The couple should make sure that the timing for the rehearsal dinner does not impede on the rehearsal.

It is the responsibility of the couple to ensure that sufficient time is allowed between the end of the wedding service and the beginning of the wedding reception. Receptions held at SAPC must conclude and wedding guests depart by 10:00 pm, or a time approved by the wedding coordinator.

A master of ceremonies should be used for the rehearsal dinner and reception. The master of ceremonies should give the wedding coordinator an outline of the plan for the rehearsal dinner and reception, if the reception is held at SAPC.

As stated above, alcoholic beverages may not be served in any form either at a rehearsal dinner or a wedding reception held on the church premises.

Live music, disc jockeys, etc. can be used at a rehearsal dinner and/or wedding reception held at SAPC with the stipulation that the sound/decibel level does not disturb those individuals who live near the church. A band or disc jockey should supply its own the sound system and microphones. If sound, lighting, or other equipment is brought into the gym or fellowship hall, it must be removed at the end of the event unless other arrangements are made in advance with the wedding coordinator.

The SAPC gym, kitchen, and fellowship hall, if available, can be used for rehearsal dinners and wedding receptions. They should be reserved as far in advance as possible. Both the gym and the fellowship hall may be decorated for rehearsals and receptions. Decorating plans for the gym and/or fellowship hall must be approved by the wedding coordinator and should not cause damage to floors, carpet, walls, doors, furniture, etc. Decorations must be removed in accordance the timelines set out in the section below pertaining to decorations or as arranged in advance with the wedding coordinator.

The SAPC kitchen may be used for the rehearsal dinner and reception with the reservation of the gym. The kitchen may be used to fully prepare meals. It may also be used to keep food prepared offsite cold/warm until it is served and/or to finish, plate, and serve food prepared offsite.

CLEANING

After the wedding service, all rooms used for the wedding need to be returned to their original state. All trash will be placed in bins, all decorations need to be removed and all furniture needs to be returned to its original position. This is the responsibility of the couple.

If the kitchen and gym are used, these areas need to be cleaned including sweeping both and mopping the kitchen floor, wiping all counters and tables, washing and returning all dishes, and taking trash to the dumpster. This is also ultimately the responsibility of the couple, and will usually be completed by the caterer or a combination of caterer and bridal designee.

Use of the buildings requires the janitors to do an extra cleaning. Therefore, there will be a charge to the couple for this extra cleaning, as outlined in the fees.

All cleaning must be finished the evening of the wedding, and before any other scheduled church event.

SET UP AND TAKE DOWN

Any furniture moving will be done under the guidance and supervision of the wedding coordinator. The couple should submit their wishes for the furniture arrangement for approval and then schedule a time for the set-up. The couple is responsible for moving all furniture to desired location and returning it to original locations. This will normally be carried out by a group of the couple's friends and family. Any damage incurred while moving furniture will be the financial responsibility of the couple. The furniture must be replaced into the original locations along with clean-up by the end of the wedding day.

CHURCH FACILITIES & EQUIPMENT

The Session must approve the use of SAPC facilities and equipment. As stated above, Session approval to hold a wedding at SAPC includes approval to use the sanctuary for the service and the bride/groom pre-wedding waiting areas. All facilities and equipment uses must be specifically requested and approved.

Availability of the gym, fellowship hall, and kitchen for a rehearsal dinner and/or reception can be ascertained by contacting the church office Monday – Thursday from 8:00 a.m. to 5:00 p.m. If available, a tentative reservation can be placed on the church calendar. This reservation will be confirmed on the calendar after Session approval of the property use request and required fees are paid.

The availability of church equipment is not guaranteed and should be verified with the wedding coordinator no less than one month (30 days) prior to the wedding.

If desired, appointments may be made with the wedding coordinator, in consultation with the church office, to examine SAPC facilities and equipment.

The church library and a ladies' lounge are available prior to the ceremony for the use of the bride, maid/matron of honor, and the bride's attendants. The church has a full length mirror in the library that can be used by the bride and her attendants. In addition, the lady's lounge has a large over-the-sink mirror that can be used. The pastor's study in the Family Life Center is available for the use of the groom, best man, and groomsmen. A men's room with an over-the-sink mirror is located nearby. There is no separate charge for the use of these rooms.

The church sanctuary comfortably seats 330 persons, the fellowship hall will accommodate up to 75 persons, and the gymnasium accommodates 440 persons. The church has 60" round tables and 6' rectangular tables (30" wide) available for use. There are sufficient 60" round tables and folding chairs on site in the gym to seat 400 people.

The church also has round white tablecloths that can be used on the 60" tables for the rehearsal dinner and/or the reception. As these are often in storage for a lengthy period of time, the couple being married has the option of laundering and pressing the cloths prior to use at the rehearsal dinner and/or reception. The cost of this is borne by the couple. Prior to use, the couple should examine the table cloths with the wedding coordinator in order to identify any preexisting stains, wear, or damage. After use, the couple must ensure that the cloths are laundered so that soil, wax, and stains are removed and the cloths pressed and hung on plastic or tubed hangers. The cloths may not be placed on bare wire hangers. The cost of post-event laundering is also borne by the couple. If new stains are present and cannot be completely removed from the tablecloths or the cloths are damaged beyond normal wear and tear, the couple will be held financially responsible for purchasing replacement tablecloths.

Other equipment available for use in the gym and fellowship hall may be used with permission of the wedding coordinator. The use of table, chairs, and other equipment hired by the couple through a caterer or event specialist is permitted, but the wedding coordinator must be informed of such use.

The church also has a full kitchen adjacent to the gym that is available for use. There is no separate charge to use the kitchen if the gym or fellowship hall is booked for the rehearsal dinner or wedding reception. The kitchen is equipped with double ovens, a stovetop, a warming rack, a commercial refrigerator, a commercial freezer, an ice maker, and a commercial dishwasher.

Although the exact number and condition changes over time, the church has cutlery, plates, dessert plates, cups & saucers and glass goblets available for use, depending on the number of guests. It also has coffee pots, salt and pepper shakers, and a limited amount of serve ware and general kitchen utensils. It is suggested that the couple works with the wedding coordinator to inventory any requested kitchenware. If the refrigerator and/or freezer will be used for an event, it is recommended that the couple, working with the wedding coordinator, ensure that the interior of the units is inspected and, if needed, cleared to allow sufficient space.

Kitchen items and equipment are often in storage for long periods of time. As such, if the couple plans to use the church's cutlery, plates, saucers, cups, goblets, etc. for the rehearsal dinner and/or reception, it is recommended that they be washed prior to use. The church's commercial dishwasher may be used. Post event, it is the responsibility of the couple to ensure that all equipment and kitchen items are cleaned, washed, and placed back in storage after use. This may be done by the family, a caterer, or an event specialist. The church/church's custodian does not perform and is not responsible for pre-washing dishware, post-event cleaning of kitchen appliances and equipment and the post-event washing of dishware and kitchen items. It is also the couple's responsibility to ensure that the kitchen is cleaned post event in accordance with the cleaning policy set forth above.

The couple will be held financially responsible for the replacement/repair of any equipment or other items broken or damaged as a result of their use for the rehearsal dinner and/or reception. Use of the commercial dishwasher requires the user to receive a short tutorial prior to the date of the rehearsal dinner and/or reception, which will be arranged through the wedding coordinator.

The church does not have or provide: a kneeling bench or pad, fine china, crystal, silver plate/sterling silver, a wedding cake table, candles/candelabras/candlesticks, table skirts, tablecloths for the rectangular tables, a portable sound system/microphone, specialized lighting, etc. The couple should consult with the wedding coordinator as to the availability of any other items.

Care will be exercised in the use of church facilities and equipment. In the gym and fellowship hall, tables and chairs will be picked up, not dragged across the floor, when being moved. No tape or adhesive of any kind may be used on the gym or fellowship hall floors or on carpets.

No bubbles may be used or rice/birdseed carried into or thrown inside the sanctuary, fellowship hall, or gym. Bubbles, rice, and birdseed may only be used in outside spaces. Birdseed and rice must be swept from walkways, steps, landings, etc. after the wedding service. If rice or birdseed is tracked into the buildings, carpets and floors will be swept to remove it when cleanup is performed after the ceremony in accordance with the above cleaning policy. If bubbles used outside are spilled or leave a large amount of residue on steps, walkways, or landings, the couple must ensure that these areas are hosed down post event and the residue removed.

Exits and exit signs shall not be obstructed in any way.

FEES & PAYMENT

Certain fees are assessed for weddings, rehearsal dinners, and receptions held at SAPC. These are set forth in the SAPC fee schedule that follows.

Please note: The wedding date will not be confirmed and held on the church calendar until the following fees are paid: the use of the sanctuary, the SAPC pastor, the wedding coordinator, pianist/organist, and sound operator. As stated above, if a date is not confirmed on the church calendar, the couple being married risks not having their preferred date for the ceremony. Other fees will become due as wedding plans and preparations become more defined and may be paid in accordance with dates established with the wedding coordinator but, in any event, must be paid by the final payment date.

All checks should be made out to SAPC with “wedding fees” reference in the memo line. Checks may either be brought to the church office during regular business hours (M-Th. 8:00 a.m.–5:00 p.m.) or mailed to 1711 Whiskey Rd., Aiken, SC 29803. It is always a good idea to call the church office at 803-648-9574, if stopping by, to confirm that the office will be open.

Final Payment - All applicable fees must be paid in full no later than 30 days prior to the wedding service. The wedding and related activities/events will be cancelled if full payment is not received by the payment date.

If a wedding will be held 30 days or less from the date of initial contact with the church, all applicable fees must be paid as arranged with the wedding coordinator.

The SAPC Financial Manager, in consultation with the wedding coordinator, will provide the couple being married with invoices for wedding fees. This may be in the form of an initial invoice for those fees that must be paid before a date is confirmed on the church calendar followed by other invoices as plans for the wedding develop. In any event, a final invoice showing what has been paid and what is still owed will be issued to the couple approximately 45 days before the wedding date.

If the wedding needs to be cancelled by the couple only the facility use fees, not the personnel fees, will be refundable.

SAPC WEDDING FEE SCHEDULE

	<u>Member</u>	<u>Nonmember</u>
Sanctuary*	Free	\$500

Fellowship Hall	Free	\$75
Gymnasium	Free	\$275
SAPC Pastor*	\$200	\$300
Pianist/Organist*	\$200	\$300
- An additional fee of \$35 per hour will be charged for rehearsal with soloist/vocalist		
SAPC Wedding Coordinator*		
- Wedding service only	\$ 75	\$100
- Reception @ SAPC (if applicable)	\$150	\$175
SAPC Custodian		
- Sanctuary cleaning (post service)	\$150	\$250
- Fellowship Hall cleaning (post event)	\$50	\$50
- Gymnasium cleaning (post event)	\$ 50	\$ 50
- Set-up and Take-down	\$ 50	\$ 100
Sound Operator*	\$50	\$ 50
Wedding Bulletin Preparation	Cost of materials	\$ 50

***The wedding date will not be confirmed and held on the church calendar until the sanctuary (nonmember), SAPC Pastor (if officiating), wedding coordinator (wedding), pianist/organist (excluding extra rehearsal fees), and sound operator fees are paid. Other fees will be in full no later than 30 days prior to the wedding. The wedding and related activities at SAPC will be cancelled if payment is not received by the payment date.**

Photographer _____ Phone/e-mail _____

Anticipated number of wedding guests _____

Are you planning to use SAPC facilities for the rehearsal dinner? Yes _____ No _____

If "yes", which facilities will you use? (Check all that apply)

Family Life Center (gym) _____ Fellowship Hall _____ SAPC Kitchen _____

Are you planning to use SAPC facilities for the wedding reception? Yes _____ No _____

If "yes", which facilities will you use? (Check all that apply)

Family Life Center (gym) _____ Fellowship Hall _____ SAPC Kitchen _____

Will a wheelchair be needed during the rehearsal, wedding or reception? _____

To whom should questions regarding the organization of the wedding be addressed?

Name _____

Phone # _____

Best time to call? _____

Church Point of Contact:

SAPC Wedding Coordinator:

Valorie Vance-Kraus

(803) 295-6016

valorievance@yahoo.com

For official use:

Wedding approved by Session: _____

Fees required to confirm wedding date paid _____

Wedding date confirmed on church calendar _____

Officiating pastor/minister engaged _____

Premarital counseling completed _____

Conference with pianist/organist completed _____

Music approved _____

Pianist/Organist scheduled _____

Guest Instrumentalists approved/scheduled _____

Guest Vocalist approved/scheduled _____

Sound Person scheduled _____

Other Facility use(s) approved by Session _____

Custodial work arranged _____

Final payment made _____

Session Approval Form

Bride: _____ **Groom:** _____

We are writing to request the use of the South Aiken Presbyterian Church sanctuary for our wedding. We have checked the church calendar and the sanctuary is available for our desired wedding date. We would like to have our wedding service on the following date: _____.

We are also requesting the use of the following additional facilities for our rehearsal dinner and/or wedding reception. We have checked the church calendar and the spaces are available.

_____ will be officiating at the wedding service.

We (will/ will not) serve communion during the ceremony. (Please circle)

Thank-you for your review and approval of this use.

The use of the SAPC sanctuary and other requested facilities was approved by the Session on:

Date

Clerk of Session

Quick Check List

Now

- Check the church calendar to make sure your date is available.(pg.3)
- Ask a pastor or minister to officiate (pg.3)
- Meet with the wedding coordinator (pg.4,15)
- Talk to anyone you want to have in your wedding party to make sure that they are available

Next

- Request permission from Session(pg. 3,16)
- Complete the Wedding Information Checklist, deciding on and communicating with each person you are listing (pg. 13-15)
- Decide on facility use and pay the appropriate fees. (pg.9-12)

Then

- Plan your wedding (meet with minister and wedding coordinator to make plans) (pg. 2)
- Contact all outside vendors and make plans with them. Share these plans with the coordinator
- Meet with the pianist/ organist to choose music (pg.5)

And Then

- Order your clothing, invitations, and decorations
- Order your food and entertainment

Finally

- Decorate and set-up (pg.6,9)
- Have the rehearsal (pg. 8)
- Enjoy your wonderful wedding day

Later

- Take down decorations and return everything (pg.6,9)