

# *AN INTRODUCTION TO THE WEDDING POLICY*

## *FIRST PRESBYTERIAN CHURCH BEAUFORT, SOUTH CAROLINA*

*Congratulations on your plans to be married! We want to help you with this happy event. The Presbyterian Church (USA) Directory for Worship declares:*

***“Marriage is a gift God has given to all humankind for the entire human family. For Christians, marriage is a covenant through which a man and woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a life-long commitment is made by a woman and man to each other, publicly witnessed and acknowledged by the community of faith.”***

*While we recognize that planning a wedding can be a stressful time, we want to work with you to make this a time of joyful celebration. We are delighted to guide you through this process as you prepare to enter the covenant of marriage between God and you both, the bride and groom.*

*Our policy is outlined in the following pages. The rules governing weddings are designed to keep our focus on Almighty God as we help you prepare for a lifetime together.*

*The most important thing about this policy and your wedding at First Presbyterian Church in Beaufort is that God wants to be part of your wedding, your marriage, and your life. As scripture reminds us, “**Put God first and he will direct you and crown your efforts with success**”. **Proverbs 3:6***

### **SCHEDULING**

Facilities of the church are available for wedding ceremonies for members of the church, as well as non-members. All wedding requests must be submitted to the church secretary. Only after a consultation with the minister and approval by the Session will the wedding reservation be confirmed. Only one wedding a day will be held except by special permission from the minister and the Session.

No weddings will be scheduled during the weeks of Christmas or Easter.

### **SERVICES OF THE OFFICIATING PASTOR**

A minister of First Presbyterian Church must officiate all weddings. If a couple desires that a minister of another church assist in the wedding, the request is made at the time of the reservation. Only with the consent of the officiating minister and the Session will an invitation be extended.

The officiating minister is in charge of pre-marital counseling, the wedding rehearsal and the wedding ceremony.

Pre-marital counseling is an undisputed requirement before the wedding and must be scheduled with the officiating pastor before the wedding date can be confirmed. Three separate counseling sessions are planned with both the bride and groom and the officiating pastor. The officiating pastor will determine the schedule for your pre-marital counseling. This is done to help you prepare for the joyful commitment you will be making.

**THE MARRIAGE LICENSE MUST BE SECURED BY THE BRIDE AND GROOM THROUGH A PROBATE JUDGE IN SOUTH CAROLINA, BE IN THE HANDS OF THE OFFICIATING MINISTER AT THE TIME OF THE WEDDING REHEARSAL, AND BE HELD BY THE OFFICIATING MINISTER UNTIL ALL OBLIGATIONS TO THE CHURCH ARE MET. THE OFFICIATING PASTOR CANNOT MARRY YOU WITHOUT THE LICENSE, OR IT IS CONSIDERED A MISDEMEANOR.**

The ministers of First Presbyterian Church may conduct weddings without the church use fee, provided that the number of people in attendance is ten (10) or fewer and the ceremony takes place during the normal business hours. Under these circumstances the services of the wedding coordinator are not required.

### **WEDDING COORDINATOR**

The wedding coordinator is your liaison to the church and will inform the wedding party of all regulations pertaining to the use of the church and the ceremony itself. The wedding coordinator will assist the family by providing advice about protocol and etiquette for the wedding rehearsal and the wedding ceremony. Any request to use other rooms within the church facilities must be submitted to the wedding coordinator to present to the minister and Session for approval. (Refer to Section on "Facilities").

It is the wedding coordinator's responsibility to protect the church's furnishings and facilities from abuse or damage. The wedding coordinator will communicate church policies to florists, photographers, and caterers, as well as the members of the wedding party. The wedding coordinator will work under the guidance of the minister.

The wedding coordinators and ministers request your help in following the guidelines set forth in this policy. You can accomplish this by understanding the policy and communicating it along with us to florists, photographers, and other people involved with your wedding. There are sheets attached to this policy that can be given to your florist and photographer, which will aid you in communicating our wedding policy.

## WEDDING REHEARSAL

**All wedding rehearsals will take place at 5:30 the evening before the wedding.**

All members of the wedding party shall attend the rehearsal, including parents, bridesmaids, groomsmen, ushers, ring bearers and flower girls. Important information will be given and all persons will contribute to the wedding celebration. Wedding rehearsals will be limited to one hour; it is necessary for all members of the wedding party be on time. Bridge traffic from the surrounding islands can be heavy; care must be taken to allow enough time to arrive on time.

It is a good idea for wedding party members to try on their dresses and tuxedos/suits before the wedding rehearsal, if at all possible. In this way, there is still time to make adjustments before the wedding.

While this is a jubilant occasion, we must insist on appropriate dress and conduct at both the rehearsal and the wedding. If any member of the wedding party is under the influence of alcohol or drugs, he or she will be excluded from the service. It is the responsibility of the bride and groom to see that members of the wedding party are informed of this policy, which specifically states that **alcohol is not permitted on the premises of the church.**

## MUSIC

Music in a wedding service should be of such character as to heighten the joyfulness of the occasion and to evoke in people the feeling of God's love as manifested in the holy union of a man and a woman. The music used should direct attention to God, be of a reverent nature, and be appropriate for use in worship services. The minister and the Director of Music will approve all selections. **We must ask that before wedding bulletins are printed, our music director must approve music selections. Please schedule an appointment with our music director at least 60 days in advance of the wedding.**

Due to the complexity and expense of the organ, only the church organist or a person approved by the organist may play for weddings.

**Fees for the organist and/or soloist shall be arranged and paid prior to the rehearsal.**

**No pre-recorded music is allowed at wedding services.**

## PHOTOGRAPHY

All photography must be respectful of the worshipful setting of the wedding ceremony. All still photographs must be made before or after the wedding ceremony. The photographer is allowed to make one picture of the bride and her father as they enter the sanctuary and one picture of the bride and groom as they exit. The photographer must remain in the rear of the church for this picture. Please see the photographer's

instruction sheet attached.

## **VIDEOTAPING**

The wedding service may be videotaped. The church can provide this service, but it is the responsibility of the bride and groom to make known the need for this service so that arrangements may be made. Please let us know 60 days in advance if videotaping is requested.

## **WEDDING RECEPTION:**

If you choose to have your wedding reception here at the church, caterers should come to the church prior to the wedding to discuss with custodial service persons the number of tables and chairs that will be needed for the reception. The church does not have tablecloths available for use at the reception. Caterers are responsible for removing all decorations and debris from the hall, sweeping the floors, and leaving the kitchen in good order. **Alcoholic beverages are not permitted on the premises of the church. Smoking is not permitted in the buildings of the church.** Birdseed may be used after the reception if thrown outside the church buildings. No confetti or rice may be used on the church property.

## **FACILITIES:**

**The sanctuary, including the balcony, will seat 325 people.**

The parlor and choir room are available for the wedding party. Any other requested space must be submitted to the wedding coordinator and approved by the minister and the Session.

The church owns a kneeling bench that is available for use.

The church does not own candelabra. Candelabra with metal cylinders (not plastic) for the candles may be used. Candles of the non-drip variety may be used.

**Any furniture or adornments brought into the church are subject to approval of the minister. These items must be promptly removed, following the ceremony by the members of the wedding party or the florist.**

Custodial support persons will move any furniture within the sanctuary in need of relocation. The custodian is not available to move furniture and/or property belonging to members of the wedding party or florist. Any and all areas used by the wedding party must be returned to their original condition. Any damages that occur during the wedding rehearsal, ceremony, or wedding reception will be charged to the wedding party.

The church will not be responsible for any items left after the ceremony.

## **CUSTODIAL SERVICES:**

The services of the custodian are reserved for cleaning before and after the wedding ceremony and the wedding reception. The fee amount is shown on the wedding fees information page. An additional fee of \$50.00 will be paid to the custodian for a wedding rehearsal dinner or wedding reception dinner. Please contact the wedding coordinator 60 days in advance to request the need for extra custodial support.

## **DECORATION OF FACILITIES**

The First Presbyterian Church of Beaufort is a beautiful and historic church. The simplicity of it contributes to its beauty and assures us God's presence with us. All decorations used should also be simple and not overpower the symbols of our Christian faith; the cross, communion table and font are symbolic of our faith.

Floral arrangements are encouraged, but **must be limited to three arrangements.**

Wedding coordinators will arrive **three hours prior to the wedding to admit florists needing to deliver arrangements and decorate pews and railings outside if desired.** (Please keep in mind that wedding guests will be using the railings to enter and depart and they should not be obstructed.)

During the month of December the church is fully decorated. These decorations may not be moved or altered.

**No tacks, nails, wire, gummed or scotch tape may be used on any furniture or fixtures in the building.** Please communicate these restrictions to your florist. Ribbons or floral arrangements may be used to designate pews reserved for family members. We recommend elastic cord or ribbon to secure them to the pews. No decorations may be placed in the windows.

Aisle runners may not be used.

Unity candles are not a part of our wedding service.

**All items brought in for the service must be removed at the end of the ceremony.** In most cases, weddings are on a Saturday; this means that the following morning, the church will have worship here. The church must be readied for the worship service.

## **WEDDING FEES**

Members and their immediate family (children, grandchildren, siblings, and parents) are not charged for the use of the sanctuary or the fellowship hall. However, the wedding coordinator fee, custodian fee, and sound technician fee do apply.

Non-members are charged \$1,000.00 church use fee, which includes the wedding and the wedding rehearsal. The church use fee will be paid when the church is reserved for a specific date. The minister can waive the church use fee if the wedding will involve ten or fewer people and the ceremony takes place during normal business hours.

Music fees for members and non-members for the organist, soloist(s), and instrumentalists(s) are outlined on the wedding fees page and shall be paid to them by the rehearsal. The music fee is not included in the church use fee.

The Minister's Honorarium for members and non-members shall be at the discretion of the minister and paid prior to the wedding ceremony. The Minister's Honorarium is not included in the church use fee.

A video reproduction of your wedding may be created. A designated individual of the First Presbyterian Church may be scheduled to provide this service. Please see the Fee Schedule attached.

Any damages that occur during the wedding rehearsal, wedding ceremony, or wedding reception will be charged to the wedding party of both members and non-members.

**THE RESERVED WEDDING DATE WILL NOT BE SAVED UNTIL THE CHURCH USE FEE, THE WEDDING COORDINATOR FEE, THE CUSTODIAN FEE AND THE VIDEO/SOUND TECHNICIAN FEES ARE PAID 60 DAYS PRIOR TO THE ACTUAL WEDDING DATE.**

**CANCELLATION:** If cancellation is received 90 days or more before the scheduled wedding date, all fees paid up to that date will be refunded less \$200.00.

## **FIRST PRESBYTERIAN CHURCH BEAUFORT, SOUTH CAROLINA**

### **WEDDING FEES**

| <b><u>MEMBERS</u></b>  | <b><u>FEE</u></b> |
|------------------------|-------------------|
| Church Use             | NONE              |
| Wedding Coordinator    | \$200.00          |
| Custodian              | \$125.00          |
| Video/Sound Technician | \$50.00           |
| Organist               | \$200.00          |
| With soloist           | ( \$250.00)       |

### **NON-MEMBER**

**Minister**

**At the Minister's discretion**

|                             |            |
|-----------------------------|------------|
| Sanctuary Use               | \$1000.00  |
| Fellowship Hall/Kitchen Use | \$100.00   |
| Wedding Coordinator         | \$200.00   |
| Custodian                   | \$125.00   |
| Video/Sound Technician      | \$50.00    |
| Organist                    | \$200.00   |
| With soloist                | (\$250.00) |

## WEDDING CHECK LIST FIRST PRESBYTERIAN CHURCH

In the excitement of planning a church wedding, many questions arise. First Presbyterian Church does have certain procedures that have been outlined for you in the previous pages of our WEDDING POLICY. We urge you to follow these procedures and notify the appropriate persons concerning these requirements. The minister and the staff will be glad to offer any assistance needed. We have provided this checklist to facilitate the planning of your wedding here at First Presbyterian Church of Beaufort.

- \_\_\_\_\_ Minister Contacted and Scheduled
- \_\_\_\_\_ Reservation Form Submitted
- \_\_\_\_\_ Session Approved
- \_\_\_\_\_ Wedding Coordinator Contacted and Scheduled
- \_\_\_\_\_ Counseling Sessions Scheduled
- \_\_\_\_\_ Appropriate Fees Paid 60 Days Before Wedding Date
- \_\_\_\_\_ Sanctuary and Fellowship Hall Reserved
- \_\_\_\_\_ Policy Read and Signed **BRIDE**\_\_\_\_\_ **GROOM**\_\_\_\_\_ \*\*\*
- \_\_\_\_\_ Music Director Meeting Scheduled
- \_\_\_\_\_ Organist Contacted and Scheduled
- \_\_\_\_\_ Soloist(s) and Instrumentalist(s) Contacted and Scheduled
- \_\_\_\_\_ Wedding Coordinator Contacted and Scheduled
- \_\_\_\_\_ Caterer Contacted and Scheduled
- \_\_\_\_\_ Photographer and Videographer Contacted and Scheduled
- \_\_\_\_\_ Florist Contacted and Scheduled

The bride takes the responsibility for having informed the caterer, florist, and photographer of the policies specific to each areas of expertise.

**OUR PRAYERS WILL BE WITH YOU AS YOU COME TOGETHER IN HOLY MATRIMONY. WE PRAY THAT GOD'S LOVE WILL SURROUND**

**YOU AS YOU ESTABLISH YOUR HOME.**

**BRIDE AND GROOM INITIALS\*\*\***

## **WEDDING COORDINATOR**

### **DESCRIPTION OF WEDDING COORDINATOR POSITION**

The Wedding Coordinator will work under the guidance of the minister. His/Her main responsibility will be to serve as an ambassador between First Presbyterian Church and the wedding principals.

The wedding coordinator will attempt to protect the furnishings and facilities of the First Presbyterian Church from abuse or damage.

The wedding coordinator will communicate appropriate guidelines to florists, photographers, caterers, musicians, and any other third parties of the wedding. (It is also the responsibility of the bride and groom to communicate the policy of the church with these individuals by giving them the attached instruction sheets.)

He /She will inform the wedding party of the specific regulations of the First Presbyterian Church, specifically regarding the wedding ceremony and the use of the church.

He/She will bring to the minister and the Session for approval any requests for the use of facilities other than those defined in the wedding policy.

The Wedding Coordinator shall meet with the principals as soon as a date for the wedding is requested to review the guidelines of the First Presbyterian Church. He/She will collect appropriate fees.

The Wedding Coordinator will assist the wedding party in it's planning, insofar as it involves use of church facilities and/or personnel.

The Wedding Coordinator will insure that all "third parties" such as florists, photographers, musicians, and caterers understand and agree to abide by the guidelines of First Presbyterian Church.

The Wedding Coordinator will attend both the rehearsal and the wedding to ensure the sanctuary and other facilities are used appropriately.

The Wedding Coordinator will check all facilities after the wedding to determine if any damages have occurred that should be charged to the wedding party.

The wedding coordinator will have the assistance of custodial support before the wedding, during the wedding and after the wedding to aid her/him in protecting the church and addressing unforeseen mechanical difficulties.

Individuals designated by the Session to create video reproductions of the wedding will

be on hand for this service if the bride and groom so desire. The fee paid to this individual will be \$50.00.

### **HIRING PROCEDURES FOR A WEDDING COORDINATOR**

Any active member of the First Presbyterian Church may apply for the position of the Wedding Coordinator. The minister, Personnel Committee Chairman, and Worship Committee Chairman will interview applicants. The minister has the final responsibility for hiring the Wedding Coordinator.

The applicant for the Wedding Coordinator's position should have a good working knowledge of wedding protocol and etiquette, must be familiar with the church facilities, and must understand thoroughly and agree to abide by the Wedding Policy of First Presbyterian Church.

The Wedding Coordinator shall be paid \$200.00 per wedding. Such monies will come out of the fees charged to the bridal party. This fee is to cover all duties described in the Wedding Policy and the job description of the Wedding Coordinator. If the wedding principals wish to enlist the Wedding Coordinator for other duties, they must make an additional financial arrangement with the Wedding Coordinator.

If the minister, the Personnel Committee Chairman, and the Worship Committee Chairman deem it appropriate, they may engage more than one person for this position. This would provide more flexibility for the persons hired and would ensure that someone would always be available when needed.

# WEDDING INFORMATION FORM

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Bride's Email \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Groom's email \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Place of Wedding Sanctuary \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Minister \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time: 5:30 PM

Reception Date \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of Reception \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Consultant \_\_\_\_\_ Phone \_\_\_\_\_

Name of Florist \_\_\_\_\_ Phone \_\_\_\_\_

Name of Organist \_\_\_\_\_ Phone \_\_\_\_\_

Name of Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Party: (Indicate number) Maid of Honor \_\_\_\_\_ Bridesmaids \_\_\_\_\_

Groomsmen \_\_\_\_\_ Best Man \_\_\_\_\_ Ring Bearer \_\_\_\_\_ Flower Girl \_\_\_\_\_

Jr. Bridesmaids \_\_\_\_\_ Honorary Bridesmaids \_\_\_\_\_

Special music? \_\_\_\_\_

Title(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Number of Guests Attending \_\_\_\_\_

Other Special Requests (microphones, etc.) \_\_\_\_\_

Member Sponsor \_\_\_\_\_

Approved by Session \_\_\_\_\_

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Fees:

\$1000.00 Church Use Fee (non-members only)

\$200.00 Wedding Consultant Fee (Please pay Consultant directly.)

\$125.00 Custodial Support Fee

\$50.00 Video/Sound Technician

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\_\_\_\_\_ Custodial Support Notified

\_\_\_\_\_ Climate Control Set

Copies of the Wedding Information Form to:

Session

Minister

Church Secretary

Wedding Coordinators (3)

Minister of Music

Organist