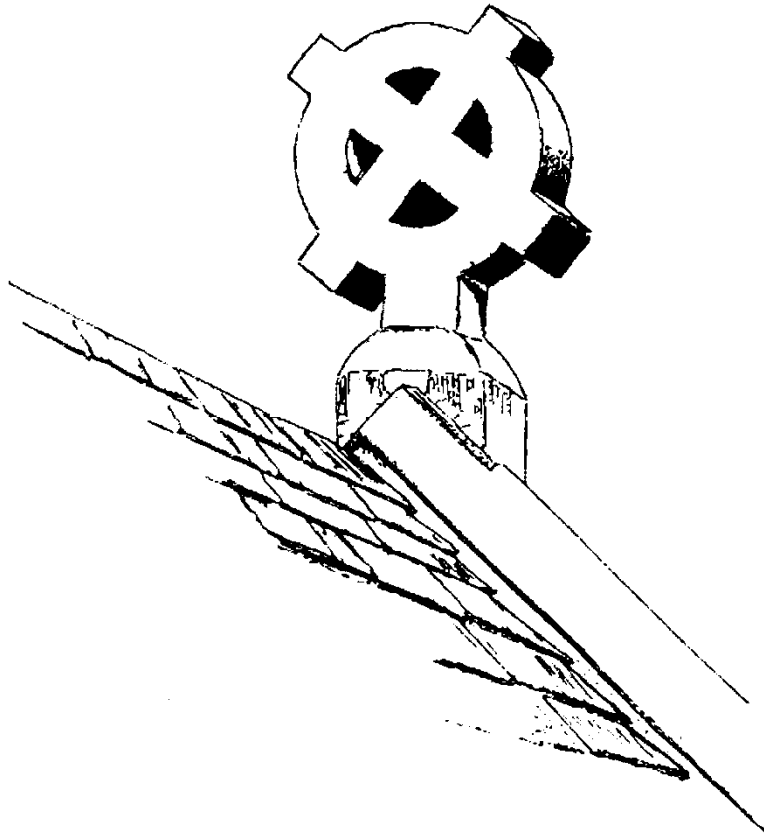


Wedding Policy



*First Presbyterian Church
393 East Main Street
Spartanburg, SC 29302-1917
864/583-4531*

THE WEDDING

A wedding is an occasion for joy. Our Church is delighted to share with you in this celebration. A Christian ceremony imposes particular responsibilities, just as it offers particular blessings. The Wedding Committee and the Church Guild are here to assist you in ensuring that the service is carried out in a reverent, dignified manner for the intent of God's institution of marriage.

This information will serve as your guide in planning your wedding at First Presbyterian Church. The ministers, church hostess, and the Wedding Committee are available to offer assistance.

RESERVATIONS

Any bride or groom who are children, grandchildren, or great-grandchildren of living members of First Presbyterian Church, are eligible to be married at First Presbyterian Church. Additionally, any bride or groom who has been a member of First Presbyterian Church for at least eight months may then reserve the church for a wedding. Consideration will also be given to a person who has grown up in the church but who may have moved away after school. The church hostess will reserve one date on the master calendar for two weeks; this provides ample time for all forms to be filled out completely and returned to the church with your deposit. All wedding dates must be secured, **IN PERSON**, with the church hostess by completing a reservation form. Please call the church for an appointment. Once the form is complete, the church hostess must approve any and all changes. This will avoid any confusion regarding the coordination of the master calendar.

The church does not schedule weddings on certain days of the year. A list of these days is attached to the policy. The Session of First Presbyterian Church will set the church calendar each year for appropriate dates for rehearsals and wedding ceremonies.

The church does occasionally schedule two weddings in one day. This can **ONLY** be accomplished when one ceremony takes place in the sanctuary and one in the chapel. The ceremonies must be at least five hours apart.

MINISTERS

One of our ministers at First Presbyterian Church will officiate at all wedding services. If you wish to include another minister at this service, it is appropriate for one of our ministers to extend the invitation. It is the responsibility of the bride and/or groom to contact the church to arrange an appointment with the minister for premarital counseling. Any questions regarding your ceremony can be answered during one of the scheduled sessions.

You must obtain your marriage license from the Probate Judge's office and deliver it to the church office no later than the week before the wedding ceremony.

Revision Approved by the Session December 1, 2008

WEDDING DIRECTOR

Members of the First Presbyterian Wedding Committee of the Church Guild are responsible for directing and coordinating the rehearsal and the wedding. These ladies have been trained to work with each of the ministers, the church hostess, and the organist. Outside consultants are not allowed to assist the bride or plan the wedding ceremony activities taking place at First Presbyterian Church.

The wedding director will contact you immediately upon receipt of your wedding form. Traditions of seating, processional, and recessional, as well as placement of the wedding party, will be discussed with you prior to the rehearsal.

MUSIC

A wedding is a service of worship. Music suitable for the marriage service directs attention to God and reflects the faith of the church. **Our music staff provides an organist for all weddings. Only appropriate sacred music may be played.** The organist welcomes your suggestions, but the final decision rests with our music staff. Please contact the organist to schedule a meeting.

Accomplished vocalists or instrumentalists may be invited to perform. The organist has recommendations for performers upon your request. The guest musicians must confirm all music with the church organist and rehearse at a mutually agreed upon date. First Presbyterian Church does not permit taped or amplified accompaniment.

FLOWERS AND GREENS

The First Presbyterian Church has both a rich heritage and beautiful facilities. Our Sanctuary and Chapel are designed as places of dignified beauty and reverence; they do not require extravagant decoration. **"Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life."** (Book of Order, Presbyterian Church U.S.A. W-4.9005)

Only fresh flowers and greenery may be used, and a professional florist is required for the ceremony and any other functions taking place at the church. Although flowers and greenery are lovely, please remember their use is optional.

ACCOMPANIMENTS

Our church has several accessories you may use on your wedding day:

- | | |
|------------------|----------------------|
| *Kneeling bench | *Aisle candles |
| *Wedding banners | *Fern stands |
| *Candelabra | *Wooden urns |
| *Candle lighters | *Brass urn in Chapel |

These have all been designed to blend in with the style and scale of the church.

PHOTOGRAPHERS, VIDEOGRAPHERS, AND SOUND TECHNICIANS

A responsible professional should be used and should be notified of our guidelines. No pictures or videos are to be taken by relatives or guests in the sanctuary or chapel during the wedding ceremony. Sanctuary ceremonies can be audio-taped upon request. A sound technician is required and will be coordinated by the wedding director and the church hostess.

CHURCH RECEPTION

A professional caterer must be used. Federal guidelines demand utmost safety precautions be followed when serving food to the public. **No alcoholic beverages may be brought onto church property and no smoking will take place inside church buildings.**

BRIDE'S ROOM

The church has a room available for the bride and her attendants to use for dressing and waiting prior to the ceremony. If requested, the Wedding Committee has trained volunteers to assist you. The Bride's Room should be cleared of all the wedding party's personal belongings 30 minutes after the ceremony. The church is not responsible for your personal belongings.

REHEARSAL

This is a very important aspect of your wedding. In fairness to all involved, the rehearsal must proceed on time. The members of the wedding party should remember that they are in a holy place, dedicated to the worship of God. The Director will be there to meet you. The organist will be available to play the processional and the recessional music. Any last minute questions or concerns may be addressed at the rehearsal.

No alcoholic beverages, open or unopened, will be allowed on church premises. If this policy is found to be in violation, the rehearsal will not proceed until such items are removed from the premises.

WEDDING DAY

On the day of the wedding, the wedding party is asked to arrive no earlier than two and one-half hours (2-1/2) before the hour of the wedding.

The Director will instruct the ushers to light the candles 30 minutes before the hour of the wedding to initiate the seating of the guests.

Guest books should be placed at the reception, as our facilities do not have the proper space in which to accommodate them.

No alcoholic beverages, open or unopened, will be allowed on church premises. If participants are found to be in violation of this policy, the offending individuals may be asked to leave and/or the wedding may be subject to cancellation.

TO THE WEDDING DIRECTORS

*First Presbyterian Church
Spartanburg, SC*

The first and most important function of wedding directors is to make every effort to ensure that a wedding held at First Presbyterian Church is a joyful time. Brides and their families and friends should be treated with respect. Every wedding is different and if at all possible we should respect the wishes of the bride and the groom if we can do so without disregarding our policies.

1. After receiving a copy of the Wedding Reservation Form from the Church Hostess (Patricia Webster), you should plan to contact the bride as soon as possible to arrange your first meeting. The director should have a minimum of 2 meetings with each bride prior to the scheduled rehearsal time.
2. At the initial meeting, the director is expected to review the Wedding Policy with the bride/family to ensure that all policies are followed in the planning process. A review of the Wedding Reservation Form is also expected. If any additions or changes are to be made, please notify the Church Hostess as soon as possible. For example, if there is a change of time for rehearsal or wedding, requests for equipment, etc., please update the reservation form and send the information to the Church Hostess either by phone or e-mail.
3. If the bride requests the use of aisle candles (sanctuary only), directors are asked to contact Martha McDaniel (585-3237) so that she can schedule the committee that will set up and take down the aisle candles.
4. Contact a member of the Flower Committee of the Sanctuary Guild if there are questions about any decorating or floral plans.
5. Please stress the fact that alcohol is not allowed on Church property at any part of the rehearsal, day of the wedding, wedding, or reception events. If there is a violation of this policy, the party/parties involved may be asked to leave and/or the wedding may be subject to cancellation.
6. When discussing the wedding party with the bride, it would be very helpful to get the names of all persons involved beforehand so that you can have an accurate count of wedding party members and an idea of how to place them in the sanctuary/chapel before the rehearsal date.
7. Remind the bride (and family) that the church does not provide childcare nor facilities for childcare during any wedding events.

8. Remind the bride (and family) of the church hours. The families involved should also be aware that they are not allowed to request the custodial staff to arrive early or to stay later for any services. The custodial staff is scheduled through the Church Hostess. Any such requests from family, photographers, florists, caterers, etc., should be discouraged.
9. If possible, try to request a timeline from the photographer at the initial meeting with the bride. This will help the director to know when all wedding party participants will be needed for photographs.
10. Please remind photographers that all equipment must be in place 1 hour before the wedding. This is clearly stated in the Wedding Policy on the page for photographers and videographers.
11. No cameras are allowed in the Church except those of the professional photographer.
12. The night of the rehearsal, the directors are asked to place the protective table covers over the tables in the Parlor and Purnell Rooms in order to preserve our furniture. This will help prevent any damage from persons using these rooms the next day when arriving and preparing for weddings. The custodial staff will be responsible for removing and storing them after the ceremony.
13. Ensure that the florists have made arrangements for decorations to be removed in timely manner after the wedding ceremony.
14. Guest books should be placed at the reception, not in the Church or Chapel.
15. The director should instruct the ushers to begin lighting the candles 30 minutes before the hour of the wedding to initiate the seating of the guests.

Wedding Director Checklist

- _____ Receive Wedding Reservation Form from the Church Hostess. Contact the bride within one week. Notify the Church Hostess right away if you are unable to direct a wedding.
- _____ Arrange for an assistant, if needed.
- _____ Arrange first meeting with the bride.
- _____ Review the Wedding Policy with the bride.
- _____ Notify the Church Hostess of any changes/updates to the Wedding Reservation Form.
- _____ If using aisle candles, contact Martha McDaniel (585-3237) to schedule setup.
- _____ Complete Flower Memorial page of Wedding Policy and forward to Church Hostess. The form must be submitted two months prior to the wedding date. If flowers are to be left in the sanctuary, please contact Nancy Cote (573-1016).
- _____ Ensure all fees have been paid in a timely manner to the Church Hostess.
- _____ Get names of all people participating in the wedding party from the bride.
- _____ Establish a timeline from the photographer, if possible.
- _____ Review the placement of the wedding party in sanctuary/chapel with the bride.
- _____ Place protective coverings over tables in Parlor and Purnell Rooms.
- _____ Perform final walk through all of facilities used at the completion of the wedding to make sure no mess has been left for the custodial staff (ex. Parlor, Purnell Room, children's nursery, etc.)

Weddings at First Presbyterian Church Spartanburg, SC

FOR THE FLORIST:

1. The florist must be a professional.
2. The florist contacts the church employee who maintains the calendar at least one week prior to the wedding to arrange times and access to the church for decorating. If the florist and bride wish to meet at the church, the bride must contact the church to schedule an appointment.
3. Only fresh flowers and greens may be used; no artificial or silk flowers or greens.
4. Glitter, opalescent flakes, diamond dust, and like material may not be used.
5. The furnishings and furniture on the pulpit level may not be moved.
6. All arrangements on doors must be hung on the hooks already in place.
7. Martha McDaniel (585-3237) should be notified at the earlier possible date if the pew end candleholders are to be used. Four-week notification is the minimum. This allows the hostess to schedule the placement and removal crew. Only mechanical candles may be used in the pew end candleholders and candelabra. These are available for rent from Event Rentals. When using mechanical candles in the pew end candle holders, the corrugated rubber ring on the bottom of the candle must be removed and replaced with two O rings. Candles with corrugated rubber rings do NOT fit in the candle holders. However two O rings work well. Event Rentals has O rings to use on candles for our candleholders. Please ask for them.
8. The church supplies the candle lighters.
9. Nails and tacks are not to be used to secure any arrangements. No floral clay may be used in or on church vases, candleholders, furniture, or on any other surface or architectural detail of the church. The use of floral tape on the wooden urns is prohibited. Floral tape may be used elsewhere only when absolutely necessary. Any sticky residue must be removed with an adhesive remover following the service.
10. The seasonal decorations of the church are not to be removed.
11. Aisle cloths are not permitted.
12. Unity candles are not allowed.
13. Rice, birdseed, or confetti may not be thrown in or around the church.
14. Flowers for the wedding party should be left in the Sacristy or the Bride's Room.
15. Immediately after the ceremony and pictures, the florist must remove all decorations and arrangements, except those which are being left as memorial for Sunday services. This should be completed within one hour after the photographs. If pew end candle holders are used, please begin the take-down process by removing the candles and decorations, and making certain no moisture residue remains. Do not remove the candleholders from the ends of the pews. A work crew from the church will remove the candleholders.
16. For Saturday weddings, all decorations should be placed in the wedding location between 8:00 a.m.-11:30 a.m. For weddings taking place on other days of the week, the church hostess should be contacted to arrange a time for placement of the flowers.
17. The following accompaniments are available:

*Eighteen Aisle candleholders	*Candle lighters
*Four fern stands	*Brass urns (for use only in the Chapel)
*Four wrought iron candelabra	*Two wooden urns and pedestals for use in the sanctuary.

These properties may not be removed from the church.

Weddings at First Presbyterian Church Spartanburg, SC

FOR THE PHOTOGRAPHERS AND VIDEOGRAPHERS:

1. **Only professional photographers and videographers are allowed.**
2. Wedding portraits made at the church must be arranged in advance with the church employee who maintains the master calendar.
3. On the day of the wedding, the church will be open approximately two and one-half hours before the wedding for pictures of the bride and wedding party.
4. No pictures or videos are to be taken by relatives or guests during the ceremony. This includes camera phones.
5. **No flash may be used during the ceremony.**
6. As the bride and groom exit, you may enter as far as the last pew as permitted by the Wedding Director.
7. Pictures must be completed 30 minutes after the ceremony. (This will allow the wedding party to move to the reception.)
8. You must have your equipment set up in the balcony of the Sanctuary or the back of the Chapel one hour before the wedding.
9. Please take any pictures involving the ministers first.

Weddings at First Presbyterian Church Spartanburg, SC

FOR THE CATERER:

1. **Only professional caterers are allowed.** Federal guidelines demand the utmost safety precautions be taken when serving food to the public.
2. Must provide linens, hollowware, flatware, china, etc.
3. Must set up, stay for the duration of the reception, break down, and clean areas used.
4. **No alcoholic beverages will be allowed on church property and no smoking will be allowed inside church buildings.**
5. No rice, birdseed, or confetti may be thrown in or around church buildings.

FEE SCHEDULE

Wedding:

Chapel - \$1000.00 Fee includes minister's honorarium, director, organist, audio technician, and custodial staff.

Sanctuary - \$1200.00 Fee includes minister's honorarium, director, organist, audio technician, and custodial staff.

There will be no deductions for services not utilized.

A charge of \$25 must be added for each additional musician or vocalist participating in the wedding ceremony.

Reception:

Parlor - \$100.00

Large Private Dining Room - \$100.00

Social Hall - \$125.00

Family Life Center - \$150.00

Fees should be paid in one check made payable to First Presbyterian Church, and given to the hostess as follows:

One-half is payable at completion of reservation form; balance payable two weeks before the wedding.

Honor or Memory Flowers

Bride's Name _____ Wedding Date _____

If you would like to leave your wedding flower arrangement in the Sanctuary/Chapel for Sunday morning services in memory or honor of a loved one, please fill out this sheet and take it to the minister's secretary. This must be done at least three months before the wedding.

Flowers are to be given:

in honor

or in memory

Name(s):

Approved by the Session June 28, 2005

WEDDING RESERVATION FORM

WEDDING DATE: _____ Time: _____

REHEARSAL DATE: _____ Time: _____

Bride's full name: _____

Present Address: _____

Phone: _____ Work/Cell: _____

E-mail Address: _____

Bride's parents' names: _____

Parents' Phone: _____ E-mail: _____

Number of this marriage (bride): _____

Groom's full name: _____

Present Address: _____

Phone: _____ Work/Cell: _____

E-mail Address: _____

Bride's parents' names: _____

Parents' Phone: _____ E-mail: _____

Number of this marriage (bride): _____

Bride and Groom's future address and phone: _____

Unsure of future address, but we will be living . . .

in the Spartanburg area after the wedding.

in the _____ area after the wedding.

CEREMONY: _____ Chapel _____ Sanctuary

RECEPTION: _____ Parlor _____ Social Hall

_____ Fogartie Hall _____ Large Private Dining Room

MINISTER: _____

GUEST MINISTER: _____

DIRECTOR: _____

ORGANIST: _____

_____ Celebration Peal Requested

GUEST MUSICIANS: _____

FLORIST: _____

ACCOMPANIMENTS:

_____ Kneeling Bench _____ Aisle Candles

_____ Wedding Banners _____ Fern Stands

_____ Candelabra

PHOTOGRAPHER: _____

VIDEOGRAPHER: _____

ATTENDANCE EXPECTED: _____

The hostess will assist you with questions about payment of fees.

I understand and agree to abide by the guidelines presented by the Session of the First Presbyterian Church.

Signature: _____ Date: _____

Information for families reserving First Presbyterian Church for weddings:

Congratulations on your upcoming wedding. In order to provide order and dignity to the wedding worship service, the Session has created a Wedding Policy document to provide guidance in all aspects of planning and carrying out your wedding. It is important that participants and families read and understand the policy. Ultimately, however, the responsibility for communication of and adherence to the policy resides with the party reserving the church for the wedding date. Certain important points are highlighted here:

- A member of the First Presbyterian ministerial staff will officiate at all wedding services, which shall start no later than 7:00 p.m.
- The Wedding Director will be a member of the First Presbyterian Wedding Committee of the Church Guild and will be responsible for directing and coordinating the rehearsal and wedding.
- The organist will be a member of the First Presbyterian music staff. Only appropriate sacred music will be played.
- A professional florist must be used for wedding and reception flowers, and “flowers, decorations, and other appointments should be appropriate to the place of worship” as directed by the Book of Order.
- A responsible professional photographer and/or videographer must be used. No pictures or videos are to be taken by relatives or guests in the sanctuary or chapel during the wedding ceremony. No flash photography may be used during the ceremony.
- If the reception is to be held at the church, a professional caterer must be used.
- No alcoholic beverages, opened or unopened, are to be present on church premises at any time. This includes the rehearsal, wedding day, and reception. If participants are found to be in violation of this policy, the offending individuals may be asked to leave and/or the wedding may be subject to cancellation.
- No smoking is allowed in church buildings.
- The wedding fee includes the minister’s honorarium plus fees for the wedding director, organist, audio technician, and custodial staff. There will be no refunds or reductions of fees.

The Wedding Reservation Form should be completed within two weeks and returned to the Church Hostess to finalize the date of your reservation.

The above points are understood and accepted:

Signature of reserving party

Date