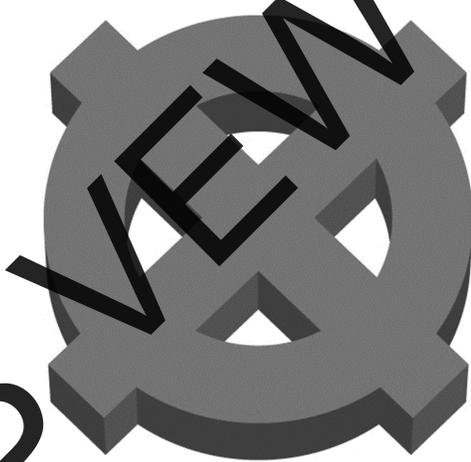


WEDDING POLICY

WEB VIEW ONLY



First Presbyterian Church,
Spartanburg

January 2020

Marriage is a gift God has given to all humankind for the well-being of the entire family. Marriage is a covenant through which one man and one woman are called to live together before God their lives of discipleship. In a service of marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

THE WEDDING

A wedding is an occasion for joy. Our Church is delighted to share with you in this celebratory service of worship. A Christian ceremony imposes particular responsibilities, just as it offers particular blessings. The Worship Committee of the Session and the Wedding Committee of the Sanctuary Guild are here to assist you in ensuring that your 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.

RESERVATIONS

Any bride or groom who is a member or a child, grandchild, or great-grandchild of a living member of First Presbyterian Church is 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 office manager will reserve one date on the master calendar for two weeks; this provides time for all forms to be filled out and returned to the church with your deposit. The office manager will connect the bride/groom with the wedding coordinator. All wedding dates must be secured, in person, through a meeting with the church wedding coordinator and by completing and returning a reservation form. Once the form is complete, the church wedding coordinator must approve any and all changes, in coordination with the church office manager. This will avoid any confusion regarding the coordination of the master calendar.

The church does not schedule weddings on certain days of the year. The Worship Committee can be consulted if there is a question about 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 should be at least five hours apart.

MINISTERS

One of our ministers at First Presbyterian Church will officiate at all wedding services. If you would like 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 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 these sessions. As a wedding is a worship service, our ministers will ultimately answer any questions you may have about procedures or policies. Please 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.

WEDDING DIRECTOR

Members of the Wedding Committee of the Sanctuary Guild are responsible for directing and coordinating the rehearsal and the wedding. These ladies have been trained to work with our ministers, the church staff, and the organist. Outside consultants are welcome, but should not expect to take part in planning the wedding ceremony activities taking place at First Presbyterian Church.

Your wedding director will contact you. Traditions of seating, processional, and recessional, as well as placement of the wedding party, will be discussed with you prior to your 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 ministry staff provides an organist for all weddings. Please contact the organist to schedule a meeting and they will be glad to help you choose appropriate sacred music.

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

FLOWERS AND GREENS

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.

Only fresh flowers and greenery may be used; please plan to use a professional florist for your ceremony and any other functions taking place at the church. Your director will be glad to consult with the church wedding coordinator and flower guild on any questions you may have concerning a florist. Although flowers and greenery are lovely, please remember their use is optional. During Lent and Advent season, only greens will be used in the Sanctuary and Chapel on Sundays. Any flowers used in the wedding will be moved to the Tower Room after the ceremony.

DECORATIONS

No items should be placed on any musical instruments (organ, piano, etc.), the baptismal font, or communion table in the Sanctuary, Chapel, or Social Hall.

ACCESSORIES

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

- | | |
|-------------------------|--|
| <i>*Kneeling bench</i> | <i>*Wedding parament</i> |
| <i>*Candle lighters</i> | <i>*Aisle candles (Sanctuary only)</i> |
| <i>*Candelabra</i> | <i>*Wooden urns (Sanctuary only)</i> |
| <i>*Fern stands</i> | <i>*Brass urns (Chapel only)</i> |

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 will be coordinated by the wedding director and the church office manager.

CHURCH RECEPTION

A professional caterer must be used as utmost safety precautions should be used 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. 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. Please arrange for a friend or family member to handle this. Our custodians are not available for this function. Please understand that the church cannot be responsible for your personal belongings.

REHEARSAL

This is a very important aspect of your wedding. Please make every effort to have your rehearsal 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 your wedding, the church will be open three (3) hours prior to the start of your wedding ceremony.

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.

WEDDINGS AT FIRST PRESBYTERIAN CHURCH SPARTANBURG, SC

FOR THE FLORIST:

1. The florist should be a professional.
 2. If the florist and bride wish to meet at the church, please 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 should not be moved.
 6. All arrangements on doors should be hung on the hooks already in place.
 7. Please advise your wedding director at the earliest possible date if the pew-end candleholders are to be used. Four-week notification is the minimum. 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 should 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. Please do not use any nails or tacks 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. Please do not use floral tape on the wooden urns. Floral tape may be used elsewhere when absolutely necessary. Any sticky residue should be removed with an adhesive remover following the service.
 10. No items should be placed on any musical instruments (organ, piano, etc.), the baptismal font, or communion table in the Sanctuary, Chapel, or Social Hall.
 11. The seasonal decorations of the church are not to be removed. We are glad for you to enjoy them.
 12. Aisle cloths and unity candles are not used at First Presbyterian.
 13. Rice, birdseed, or confetti should not be thrown in or around the church.
 14. Flowers for the wedding party may be left in the Sacristy or the Bride's Room.
 15. Immediately after the ceremony and pictures, the florist should remove all decorations, rental equipment, and arrangements, except for those which are being left as memorials for Sunday services. This should be completed within one hour after the photographs. If pew-end candleholders 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 8:00am-11:30am. For weddings taking place on other days of the week, the church office manager should be contacted to arrange a time for placement of the flowers.
 17. The following accessories are available:

*Candle lighters	*18 aisle candleholders (Sanctuary only)
*4 fern stands	*Brass urns (Chapel only)
*4 wrought iron candelabra	*2 wooden urns and pedestals (Sanctuary only)
- This equipment is not to 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 should 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 three 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.*
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. Please coordinate this with the Wedding Director.*
7. *Pictures should 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.*
10. *Please provide a timeline for pictures to the First Presbyterian Wedding Director before the day of the wedding.*

WEB

*WEDDINGS AT FIRST PRESBYTERIAN CHURCH
SPARTANBURG, SC*

FOR THE CATERER:

1. *Only professional caterers are allowed. Guidelines demand the utmost safety precautions be taken when serving food to the public.*
2. *The caterer will provide linens, hollowware, flatware, china, etc.*
3. *The caterer will set up, stay for the duration of the reception, break down, and clean areas used. This includes the removal of trash.*
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.*

WEB VIEW ONLY

FEE SCHEDULE

Wedding:

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

Sanctuary - \$1500.⁰⁰ Fee includes minister's honorarium, director, organist, audio technician, and custodial staff.

There will be no deductions for services not utilized.

A charge of \$25.⁰⁰ must be added for each additional musician or vocalist participating in the wedding ceremony.

Reception:

Parlor - \$100.⁰⁰

Social Hall - \$125.⁰⁰

Fees should be paid by check made payable to First Presbyterian Church and given to the Church Financial Officer 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 your wedding director. This must be done at least three months before the wedding.

Flowers are to be given:

- in honor of
- in memory of

Name(s):

WEB VIEW ONLY

WEDDING RESERVATION FORM

Rehearsal Date: _____ Time: _____

WEDDING DATE: _____ **TIME:** _____

Bride's full name: _____

Preferred Name: _____

Present Address: _____

Cell Phone: _____

E-mail Address: _____

Number of this marriage (bride): _____

Bride's parents' names: _____

Parents' Phone: _____ E-mail: _____

Groom's full name: _____

Preferred Name: _____

Present Address: _____

Cell Phone: _____

E-mail Address: _____

Number of this marriage (groom): _____

Groom's parents' names: _____

Parents' Phone: _____ E-mail: _____

Bride and Groom's future address: _____

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

Minister: Dr. Thomas E. Evans Rev. L. Craig Foster Rev. Joanne R. Hull
 Rev. Leslie A. Lang Rev. J. Robert Bannan Holt Andrews, CRE

Guest Minister: _____
(Speak with your First Presbyterian minister about extending an invitation.)

Director: _____

Organist: Marcia Andrews (Contact her: 864/208-2135; mandrews@fpcspartanburg.org).
 Celebration Peal Requested

Guest Musicians: _____

Florist: _____

Accessories:

- Kneeling Bench
- Candelabra
- Wedding Parment
- Aisle Candles (Sanctuary only)
- Candle lighters
- Fern Stands
- Flower Urns

Photographer: _____

Videographer: _____

Attendance Expected: _____

The church wedding coordinator will assist you with questions about payment of fees.

I have read and understand the First Presbyterian Church Wedding Policy booklet and agree to abide by the guidelines adopted by the Session.

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 7:00pm.*
- 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 should 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 should 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.*

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

The above points are understood and accepted:

Signature of reserving party

Date

WEB VIEW ONLY

*First Presbyterian Church
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Spartanburg, SC 29302-1917
864/583-4531
www.fpcspartanburg.org*