



# SUMMERVILLE Presbyterian Church

*Share Christ, Serve Others, Grow Together in Faith*

## WEDDING BOOKLET

### THE CELEBRATION OF CHRISTIAN MARRIAGE



At Summerville Presbyterian Church, we want to assist you in every way possible to put meaning into your marriage ceremony. You are including your families and friends into a powerful moment in your lives. You are planning the establishment of a household as the lifelong basis for your marriage.

The church is a welcoming community of love for all people. We encourage you to understand the nature of this wedding ceremony as an act of covenant and commitment. God seeks to bless you in this service of Christian marriage as does our congregation. Thus, the ceremony is first and foremost a meaningful expression of religious faith.

Please read the following wedding guidelines, instructions, fee structure, schedules and other information as soon as possible. Note dates for when materials need to be returned to the church office and when contacts need to be made with the pastor and musicians.

#### **The members, staff and pastor of the Summerville Presbyterian Church**

Please contact our staff by calling 843-871-0280

Rev. Dr. Anita K. Herbert, Pastor

Julie McCormick, Church Administrator

William Bennett, Director of Music Ministries

Jim Moore, Organist/Accompanist

Julie McCormick, Wedding Coordinator

# WEDDING POLICIES & GUIDELINES

## **Other officiates and clergy**

Other clergy may be invited to participate upon consultation with our pastor. The protocol is for the officiating clergy of Summerville Presbyterian Church to extend the invitation to participate to visiting clergy. The church is, however, made available to another *Presbyterian* clergy. In such cases, the visiting clergy is responsible to Summerville Presbyterian Church for arrangements and policy.

## **Scheduling**

The church makes every attempt to accommodate wedding schedules. Church programs already scheduled take priority. Weddings during Holy Week (Palm Sunday through Easter Day) and all nationally recognized holidays should be avoided.

## **Members and Non-Members**

**A church member** may either be one or both persons. An invitation to membership is extended by the pastor and/or lay leaders after one or both persons 1) participate in regular worship attendance and 2) enter an inquiry process with the pastor. **Non-members** are strongly encouraged to attend at least one service of worship at Summerville Presbyterian Church or a local congregation in their immediate area before the scheduled date of the wedding.

## **Pre-Marital Preparation**

All couples being married are required have an initial interview with the Pastor for purposes of marriage preparation and wedding planning. After the interview, a plan of pre-marital counseling will be scheduled. A variety of topics will be discussed including but not limited to family history, relationship history, work/career, money, sexual health and wellbeing, conflict management and children. The pastor and the couple shall determine the frequency and schedule of the pre-marital preparation sessions.

## **Church Organist/Pianist**

The church organist/accompanist will provide musical accompaniments for all services. Should the church's pianist/organist not be available, another musician may be selected per the consultation of staff and pastor.

## **Length of Rehearsal and Wedding**

**Weddings are given a five-hour time limit on the day of the wedding.** This includes the time allotted for florists, decorating, dressing, the ceremony, photo session, receiving line, etc. Use the attached information to indicate times for arrival. Couples are invited to use rooms at the church for dressing. Contact the church administrative assistant with this request.

**Rehearsals are given a one-hour time limit.** Rehearsals are to begin on time. A ½ hour grace period will be allotted for couples if wedding parties are late. After ½ hour, if the wedding party is still not present, the rehearsal will be either conducted with those in attendance or cancelled. Indicate on the included worksheet what time you will be arriving. The time allotted includes any decorating, pictures and any family activities.

### **Reservations and Fees**

In order to secure the date of the wedding ceremony, reservations for Summerville Presbyterian Church must be secured with a \$150.00 deposit for non-members, within five working days of making the reservation. If the reservation for the wedding is canceled 30 days or more prior to the wedding date, the deposit will be refunded. The deposit is applied to the total fees of the wedding. All fees are due and payable to Summerville Presbyterian Church (SPC), Musicians, and Custodian the day of the wedding.

### **Wedding Certificate and License**

Please see the requirements of the Clerk of Courts in Summerville. The officiating minister of the marriage ceremony will complete the wedding license which will be mailed from the church. Official copies are obtained from the Clerk of Courts.

### **Facilities for the Wedding Party**

*The church assumes no responsibility for items left on the day of the rehearsal and the wedding ceremony.*

## THE WEDDING CEREMONY: An Outline

The Wedding Ceremony consists of these parts which will be given more extensive treatment following. Places for instrumental or vocal music are indicated. The church does not provide the bulletin/program for the wedding ceremony. The couple should provide a bulletin/program for their guests. A sample order is below:

A Service of Christian Marriage

Name

and

Name

Date / Time

Summerville Presbyterian Church

Summerville, South Carolina

### **The Wedding Ceremony**

Entrance of Family

Processional Music

Opening Statement

Prayer

Questions of Willingness/Declaration of Intent

Question to Families

Presentation of Bride

Scripture Readings

Exchange of Vows and Rings

Prayer

Unity Candle

Declaration of Marriage

Ceremonial Kiss

Introduction of Couple

Suggestions for scripture readings, vows and prayers will be addressed during preparatory sessions with our pastor.

## REHEARSAL

Whenever possible the rehearsal for a wedding will be held on the evening before wedding and start promptly upon the agreed time. The time will be determined by the schedules of the bridal party and pastor. The rehearsal itself should take no longer than an hour. At his or her discretion, the pianist/organist may be present for the rehearsal. All persons directly connected with the wedding party should be present for the rehearsal on time! Please bring 1) the license, 2) the unity candle, and 3) several copies of the wedding program to the rehearsal.

## REHEARSAL DINNER AND RECEPTION

The Lannaeu Hall, the Gym, and Kitchen of Summerville Presbyterian Church are available for your rehearsal dinner and/or reception. **No alcohol is allowed on the premises of the church – inside or outside.** We suggest using a catering service for your event. Food safety and sanitation is an utmost priority. Your caterer must have a food safety and sanitation certification.

Set up and clean up of tables and chairs are the complete responsibility of the user group unless additional custodial costs are secured two weeks in advance. It is the expectation of the church that facilities used by any group will be left in the same or better condition in which it was found.

The user group must assume responsibility for any damage or destruction to the grounds, building, and or contents caused by actions of the group. Any repairs must be performed under the direction of and to the extent deemed necessary by the Session to remedy the damages. Those who choose to ignore any of Summerville Presbyterian Church's guidelines will be asked to leave, and subsequent requests for use may be declined. An incident report must be prepared and forwarded by the following business day to the administrator assistant or building supervisor for review and retention. Any event group desiring to use Summerville Presbyterian Church's name on printed material or public service announcements must obtain prior approval from the administrative assistant. The General Operating Guidelines are applicable to all SPC facilities. The Session will rule on any questionable activity.

## PHOTOGRAPHY

A wedding at Summerville Presbyterian Church is a service of worship. It is the responsibility of the couple and Wedding Coordinator to inform the photographer of the following policy. Photographers must respect the five-hour time limit that the couple has for the use of the church building.

Professional photographers cannot take pictures **during** the worship service. Videotaping is allowed during the ceremony if set-up is in the center of the last long pew before the center aisle. Photographs and videotapes of the events of the day may be taken by the guests before and after the service of marriage. No flash photography or unprofessional video is allowed during the worship service.

## DECORATIONS

The sanctuary of Summerville Presbyterian Church is a beautiful setting for weddings. It can be decorated simply and appropriately. Flowers and decorations must be in place at least one hour before the service. Inform the Wedding Coordinator of the name of the florist and the anticipated time of delivery. With appropriate notice given, decorations may be installed one hour before the rehearsal time or within two hours before the wedding.

If you plan to use a Unity Candle and/or candelabras in your service, you must provide the candle and tapers.

If you plan to use a Flower Girl, only artificial petals may be tossed from her basket.

Flowers or bows **may not** be tacked, taped, or wired to the pews. The florist can provide a clip or bend the wrapped guide wires to accommodate the two (2") pew widths. We do not provide any resources for decorating.

## MUSIC

**The Use of Music in a Wedding:** Music is as important a setting for the marriage liturgy as is the church sanctuary. It should fit the context of worship. Contact the church's Organist as early as possible for selecting your music by calling the church office.

**Appropriate Music:** Some popular songs are appropriate; but generally, sacred music should be used in the liturgy itself. All music should reflect the covenant of Christian marriage. Many words like *traditional*, *modern*, or *contemporary* are used when making decisions about music selection. You may simply like a particular song, or it may have a personal meaning. Careful consideration should be used when you make choices about your music. Consider the context of where and why this wedding is taking place.

**Soloists & Instrumentalists:** Music selection should be discussed with the Organist/Accompanist in a pre-wedding meeting, usually one month prior to your wedding date but no later than two weeks prior. Plan on meeting with the Organist/Accompanist before you commit anyone to your service as a soloist or musician. **Make sure you carefully plan and check first: so that no one will be disappointed.** You can discuss honoraria for soloists and instrumentalists with the church's Organist/Accompanist.

## WEDDING COORDINATOR

Wedding Coordinator are assigned to ALL weddings held at Summerville Presbyterian Church and will attend both the rehearsal and ceremony. The couple may choose to have a personal wedding planner in addition to the SPC Wedding Coordinator. The couple must meet with SPC's Wedding Coordinator at least one (1) month prior to the wedding date.

Wedding Coordinator duties include:

- Approval of wedding flowers and decorations.
- Placement of the wedding party.
- Proper seating of the parents and special guests.
- Sending members of the wedding party down the aisle at the proper moment.
- Distribution of corsages and other flowers.
- Helping to coordinate the wedding rehearsal.
- Opening the buildings on the day of the wedding.
- Communicating with church staff about special needs of the wedding.
- Ensuring that photographers and florists follow SPC wedding guidelines.
- Assisting the wedding party with preparations on the day of the wedding.
- Responsible for the minister's microphone being turned on during the ceremony.
- Handling of payment envelopes for minister, organist, sexton(s) and coordinator.

## **OTHER GENERAL INFORMATION...**

Set your wedding date and rehearsal time with the pastor as early as possible to enable you to have the date and time you would like. Sufficient time should be allowed for counseling sessions with the pastor.

Call your florist and photographer early so they can plan carefully with you. Make sure that they are aware of the church policies and will abide by them.

Do not have wedding gifts delivered to the church.

The Sanctuary seats approximately 300 people.

No alcoholic beverages are permitted on church property, including the parking lot and/or grounds. Smoking is not permitted in the church building.

# WEDDING FEES WORKSHEET

**Make a copy of this fee worksheet for your records and return the *original* with a check for the deposit (to secure your date) to the church office:  
Summerville Presbyterian Church, 407 S. Laurel St. Summerville, SC 29483**

My Name \_\_\_\_\_ Wedding Date \_\_\_\_\_

In order to secure the date of the wedding ceremony, reservations for Summerville Presbyterian Church must be secured with a \$150.00 deposit for non-members. If the reservation for the wedding is canceled 10 days or more prior to the wedding date, the deposit will be refunded. The deposit is applied to the total fees of the wedding. All fees are payable to Summerville Presbyterian Church (SPC) at the rehearsal of your wedding. The pastor has the right to refuse to perform the wedding in the event of non-payment.

<u>Basic Services</u>	<u>Member</u>	<u>Non-Member</u>
Reservation Deposit/ <i>Due within 5 days of reserving the church</i>	None	\$ 150
Space Utilization: sanctuary, staging areas	None	\$ 500
Clergy ( <i>Paid directly; due at rehearsal</i> )	\$ 200	\$ 300
Organist/Accompanist ( <i>Paid directly at rehearsal</i> )	\$ 200	\$ 300
Wedding Coordinator	\$ 100	\$ 200
Custodial Services ( <i>not optional</i> )	<u>\$ 150</u>	<u>\$ 200</u>
<b>TOTAL (required)</b>	<b>\$ 650</b>	<b>\$1650</b>

<u>Optional (please circle)</u>	<u>Sexton</u>		
Lannaeu Hall	None	\$ 150	\$ 100
Gym	None	\$ 250	\$ 150
Kitchen	None	\$ 100	\$ 50

(Available to outside caterers)

- Light duty meal preparation (use of counters and icemaker only)

**GRAND TOTAL** \_\_\_\_\_

# WEDDING FEES CHECKLIST

## FOR CHURCH OFFICE USE ONLY

<u>Checklist of Fees</u>	<u>Date Received</u>	<u>Amount of Payment</u>	<u>Remainder</u>
Wedding Fees Worksheet	_____	_____	_____
Wedding Deposit	_____	_____	_____
Clergy Services	_____	_____	_____
Pianist/Organist Services	_____	_____	_____
Wedding Coordinator	_____	_____	_____
Facilities Usage	_____	_____	_____
Other:	_____	_____	_____

### Facilities Usage

What facilities will be used: \_\_\_\_\_

*Please fill out and return to church office building user agreement for requested facilities areas.*

**WEDDING PLAN WORKSHEET**

**Please print**

Please make a copy of this worksheet for your records and return the original to the church office: Summerville Presbyterian Church 407 S. Laurel St. Summerville, SC 29483; email: [summervillepres@gmail.org](mailto:summervillepres@gmail.org); fax: 843.871.0300. This form is to be completed by the couple AT LEAST 1 month prior to meeting with the Pastor.

Full Names of Each Person: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Other Clergy/Officiate: \_\_\_\_\_ Phone #: \_\_\_\_\_

**BIOGRAPHICAL INFORMATION**

Person 1:

Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

First Marriage: Yes \_\_\_\_\_ No \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

Names of Parents: \_\_\_\_\_

Person 2:

Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

First Marriage: Yes \_\_\_\_\_ No \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

Names of Parents: \_\_\_\_\_

## WEDDING PLAN WORKSHEET, pg. 2

### WEDDING PARTY

Please list the names and roles of persons in your wedding party:

Name:	Role:	Name:	Role:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Ushers \_\_\_\_\_

Others \_\_\_\_\_

Reader (s) \_\_\_\_\_

### CEREMONY

*Please be as detailed as possible. Return this form to the wedding coordinator and/or the pastor.*

Number of guests attending \_\_\_\_\_

Will dressing occur at the church?    Yes \_\_\_\_\_ No \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Will there be pictures before the ceremony, after the ceremony or both?    *Circle one*

Grandparents and/or others to be seated:  
\_\_\_\_\_  
\_\_\_\_\_

**WEDDING PLAN WORKSHEET, pg. 3**

Will there be a receiving line after the ceremony? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you incorporate a Unity Candle? Yes \_\_\_\_\_ No \_\_\_\_\_

*(The church does not provide the Unity Candle nor tapers. Consult your florist or purchase them yourselves at any store providing wedding furnishings.)*

**Service Music**

Pianist/Organist other than the church’s employee \_\_\_\_\_

Other Instrumentals \_\_\_\_\_

Soloist \_\_\_\_\_

Songs to be considered in the ceremony:

\_\_\_\_\_

Processional:

\_\_\_\_\_

Recessional:

\_\_\_\_\_

**Photography/Videographer**

Photographer: \_\_\_\_\_

Video: Yes \_\_\_\_\_ No \_\_\_\_\_

Photos taken before the ceremony: Yes \_\_\_\_\_ No \_\_\_\_\_

Photos taken after the ceremony: Yes: \_\_\_\_\_ No \_\_\_\_\_

**Flowers/Decorations**

Florist: \_\_\_\_\_

Other decorations: \_\_\_\_\_

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Date and Time of Rehearsal

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Date and Time of Wedding

## **Wedding Policy Addendum Summerville Presbyterian Church**

**(Amended Sept 2021)**

**Wedding Coordinator will give a copy of the following to the church sexton two weeks prior to the wedding.**

**The Sexton(s) will call the Wedding Coordinator if there are questions, concerns or conflicts.**

### **CENTER STEP USEAGE PROCEDURE**

#### **PREPARATIONS FOR THE SANCTUARY (before wedding rehearsal)**

1. Move baptismal font in sanctuary corner behind the Spann entrance.
2. Position dividing choir wall to the closest setting to the window.
3. Move pulpit to the side behind dividing choir wall.
4. Minister/Liturgist chairs to be placed in Dorchester Room. (Total 4)
5. Communion table to be put on the platform close to the dividing wall.
6. Remove front center pew. Position in sanctuary to right facing side, resting against front pew.
7. Install the center steps to the platform.
8. Vacuum all areas.

#### **SANCTUARY SET-UP AFTER CEREMONY (either in late evening or early morning)**

1. Remove center steps from the platform.
2. Return center pew.
3. Replace communion table on the floor in front of the platform.
4. Replace baptismal font to front left of the communion table.
5. Return pulpit to center of platform.
6. Replace dividing wall to front position.
7. Put minister/liturgist chairs back on the platform and floor ... on either side of the pulpit but close to the dividing wall. Shorter chairs return to the floor on both sides of the communion table.
8. Vacuum all areas.

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Sexton

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Sexton

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Wedding Coordinator, Phone #