

**SECOND PRESBYTERIAN CHURCH**  
**342 Meeting Street, Charleston**  
**WEDDING POLICY**  
(Revised 2009)

The following list of guidelines and regulations has been prepared to help with the planning and execution of your wedding with the hope that it will be as perfect as you want it to be; however, it is important to stress that a wedding in Second Presbyterian Church is first and foremost an act of worship, a covenant with God.

**MINISTER:** The minister of Second Presbyterian will officiate at all weddings unless other arrangements are made and approved by him and then the Session, the governing body. The minister must be consulted before any plans are definite to confirm time, date and availability of facilities. If the couple would like another minister to assist in the wedding, the invitation to do so will properly be extended by the Second Presbyterian Church's officiating minister. Phone (843-723-9237) Fax (843-723-9244)

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**COUNSELING:** It is expected that the couple being married at Second Presbyterian Church will participate in a series of counseling sessions as directed by the officiating minister or a designated substitute.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**FACILITIES:** It is understood that the couple getting married is responsible for the conduct of their guests and **WILL BE HELD RESPONSIBLE** for any damage to the grounds *or* facilities. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PROPERTY OF SECOND PRESBYTERIAN CHURCH.** Additionally, no rice or birdseed may be thrown on church property. It is the responsibility of the bride and groom to make certain that everyone who is participating in and helping with this service is aware of the rules and regulations described herein and is willing to abide by them.

The bride and her attendants may dress in the Session Room to the left rear of the sanctuary or in a classroom in the education building. The groom and groomsmen may use a classroom in the education building.

The church building will be opened two hours prior to the scheduled wedding time. You must arrange an arrival time with the wedding director.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**SCHEDULING:** To schedule a wedding at Second Presbyterian Church, you must fill out the "Wedding Record Sheet" as soon as possible so that your request can be taken to the regularly scheduled session meeting for approval. Your wedding is not officially on the church calendar until you have met with our minister, your "Wedding Record Sheet" is completed and turned into the church office, Session has approved your wedding request and your sanctuary deposit is paid. Failure to complete any one of these requirements may jeopardize your use of the church facilities.

Only one wedding will be scheduled per weekend. We do not schedule any weddings during the week of Christmas or the week of Easter.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**REHEARSALS:** Wedding rehearsals are scheduled at 5:00PM the day before your wedding. **The rehearsal shall not last more than one hour.** The rehearsal will be directed by the minister with help from the church's wedding director. Do not hire a wedding director for this purpose. The marriage license should be in the church office one week prior to the rehearsal.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**BULLETINS:** A sample of your bulletin must be presented for approval by the officiating minister at least two weeks prior to the wedding. Once you have received approval, no further changes may be made to the bulletin. The final bulletin should be brought to the church and stored one week prior to the wedding. All wedding bulletins are to include a request that no photographic equipment be used during the ceremony.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**DECORATIONS:** All floral arrangements, bouquets and boutonnieres are to be in place at least two hours before the wedding. Flowers may be placed in front of the pulpit and on either side, but not on sills of the stained glass windows. There are to be no other decorations other than ribbon bouquets marking the pews reserved for family seating. **ABSOLUTELY NO TAPE IS TO BE USED ANYWHERE FOR ANYTHING AT ANYTIME.** Flower petals may not be strewn in the aisle since they may stain the carpet. Pulpit flowers are to be left in the sanctuary to be available for the Sunday morning worship service. No flowers or decorations are allowed on the candelabras and only dripless inserts may be used. These inserts will be furnished by the church. If the unity candle is to be used, the bride and groom must provide the candles.

None of the furniture on the pulpit platform may be moved but the communion table, the baptismal font and the two chairs at floor level may be moved as is deemed necessary. During the Christmas and Easter seasons, the sanctuary is fully decorated. These

decorations shall not be moved or altered in any fashion. Please consider these special circumstances when scheduling your wedding.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**MUSIC:** The organist of Second Presbyterian Church will play for all weddings or give permission for a guest organist to play. Additionally, arrangements for soloists and instrumentalists are to be made with the organist, who will help select and must finally approve ALL music that is to be used. A wedding is an act of worship; only sacred music is appropriate and secular songs of any nature are not permitted.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**PHOTOGRAPHS:** No flash photography, by a professional photographer or guests, may be used during the processional or the ceremony. Time exposure and video with natural light may be taken from one position in the balcony. IT IS IMPORTANT THAT THE PHOTOGRAPHER UNDERSTAND THAT HE/SHE IS NOT TO MOVE ABOUT DURING THE SERVICE OR IN ANY WAY INTERFERE WITH THE ORDERLY PROCESS OF THE SERVICE. Photographers may not block the aisle or in any way delay the wedding party from entering or leaving the sanctuary. The wedding party may be photographed as they exit the sanctuary. Following the service, 30 minutes will be allotted for posed photographs. Photographs may be taken prior to the service.

Video taping restrictions:

- (1) Only one camera and camera operator are allowed.
- (2) The camera must be located upstairs.
- (3) No additional lighting may be used.
- (4) No movement of the camera is allowed in the sanctuary at any time.
- (5) The camera operator must remain still during the service.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

**EXPENSE POLICY:** Expenses are to be paid to the church office when arrangements are made to reserve the facilities and as listed below. These fees include the sexton, organist, minister, nursery helper and wedding director; and checks are to be in the church office no later than one week prior to the wedding. (Checks are to be made out to each individual respectively.)

The policy of this church is that we normally perform weddings for members only but requests from non-members will be considered on a case-by-case basis.

**\*\*Please notify your florist & photographer of the church policies\*\***

**MEMBER WEDDING EXPENSE POLICY**  
(1 Year Active Membership Required)

Sanctuary	No charge	
Chapel	No charge	
Sexton: wedding	\$125.00	(Melvin Kizer)
reception	\$75.00	
Fellowship Hall	No charge	
Minister	No charge	
Organist: rehearsal and wedding	\$100.00	(Julia Harlow)
additional rehearsals		
with soloists	\$50.00	
Wedding Director:	No charge	
Nursery	\$50.00	

**NON-MEMBER WEDDING EXPENSE POLICY**

Sanctuary	\$2000.00	
Chapel	200.00*	
Sexton: wedding	150.00	(Melvin Kizer)
reception	75.00	
Fellowship Hall & Kitchen	500.00	
Minister	350.00	(Cress Darwin/Eric Keller)
Organist: rehearsal and wedding	275.00	(Julia Harlow)
additional rehearsals		
with soloists	50.00	
Wedding Director	175.00	
Nursery Attendant	50.00	

\* Small wedding parties and limited guests lists. Wedding party with two attendants. Guest lists not to exceed 50 people.

WEDDING RECORD SHEET

SESSION APPROVAL \_\_\_\_\_ WEDDING DATE: \_\_\_\_\_

OFFICIATING MINISTER WILL BE THE CURRENT MINISTER OF SECOND PRESBYTERIAN

REHEARSAL DATE: \_\_\_\_\_ TIME: 5:00 p.m.

WEDDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SANCTUARY \_\_\_\_\_ CHAPEL \_\_\_\_\_

FLORIST \_\_\_\_\_

PHOTOGRAPHER \_\_\_\_\_

CATERER (IF FELLOWSHIP HALL IS USED)

BRIDE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE HOME \_\_\_\_\_ WORK \_\_\_\_\_ MOBILE \_\_\_\_\_

HER PARENTS \_\_\_\_\_

ADDRESS \_\_\_\_\_

GROOM \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE HOME \_\_\_\_\_ WORK \_\_\_\_\_ MOBILE \_\_\_\_\_

HIS PARENTS \_\_\_\_\_

ADDRESS \_\_\_\_\_

We have received and read the wedding policy and agree to abide by its provisions.

Groom: \_\_\_\_\_ Bride: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_