

## **Guidelines & Regulations**

Getting married? Wonderful!

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.

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)

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 and facilities. NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PROPERTY OF SECOND CHURCH. Additionally, no rice or birdseed may be thrown on church property. It is the responsibility of the contracting party 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.

**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, as they will stain the carpet. When a wedding is on Saturday, the pulpit flowers are to be left in the sanctuary for use during Sunday morning worship, and there will be a notation in the bulletin to this effect. No flowers or decorations are allowed on the candelabras and only drip-less inserts may be used. These inserts will be furnished by the church. 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. Brides wishing to schedule weddings during Advent or Easter must realize that the Sanctuary will be decorated by the church appropriate to the season.

**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.

**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 UNDERSTANDS THAT HE/SHE IS NOT TO MOVE ABOUT DURING THE SERVICE OR IN ANY WAY INTERFERE WITH THE ORDERLY PROCESS OF THE SERVICE. 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.

**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. The minister may designate someone to substitute.

**REHEARSAL:** The rehearsal will begin at 5 o'clock in the afternoon and last for no more than one hour. It will be directed by the minister with help from the church's wedding coordinator who in turn will direct the wedding. Do not hire a wedding director for this purpose. The marriage license should be in the church office one week prior to the rehearsal.

**DRESSING:** 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.

**PROCESSION:** It is customary at Second Presbyterian Church for the minister to begin the processional, followed by the groom and best man, the groomsmen, bridal attendants, and finally the bride and her escort.

**BULLETINS:** All wedding bulletins are to include a request that no photographic equipment be used during the ceremony.

**EXPENSE POLICY:** Non-refundable expenses are to be paid to the church office when arrangements are made to reserve the facilities and as listed below. These include the sexton, organist, minister 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.)

Requests from non-members are welcomed and will be considered on a case-by-case basis.

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

## Expense Policy

### MEMBER WEDDING EXPENSE POLICY

(1 Year Active Membership Required)

Sanctuary:	No charge	
Chapel:	No charge	
Sexton: wedding	\$100.00	(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	

### NON-MEMBER WEDDING EXPENSE POLICY

(Revised by Session 2008)

Sanctuary:	\$2000.00	
Chapel:	\$200.00*	
Sexton: wedding	\$125.00	(Melvin Kizer)
- reception	\$75.00	
Fellowship Hall &Kitchen:	\$500.00	
Minister:	\$350.00	(Cress Darwin)
Organist: rehearsal and wedding	\$275.00	(Julia Harlow)
- additional rehearsals with soloists	\$50.00	
Wedding Director:	\$175.00	(Pat Garrett)

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