

WEDDING POLICY
SAINT ANDREWS PRESBYTERIAN CHURCH

1. ***Congratulations on your engagement!*** *We rejoice with you in your decision to enter the sacred covenant of marriage and we're pleased that you want to have your wedding at St. Andrews Presbyterian Church (SAPC). Please read through this wedding policy manual. You will find information to assist you in preparing a God honoring ceremony and to help you create a memorable and beautiful wedding.*

CHURCH PREPARATION

Saint Andrews Presbyterian Church holds marriage in high esteem as a gift from God. Those marriages which take place in our church shall meet Biblical standards (*see those outlined below*) and show promise of the building of a strong family. Unlike a civil ceremony, a St. Andrews' wedding is a worship service and is an extension of the worship of SAPC under the authority and leadership of the Session.

For this reason, those who wish to marry in the church must confer with one of the ministers of SAPC and set up a meeting with the Director of Worship and Arts and the Wedding Director to review the guidelines of an SAPC wedding as outlined in the Wedding Policy. Following this initial meeting, plans can be made for the wedding date and time and preparations for the building of a Christian home.

One of the ministers on the Pastoral Staff of SAPC shall officiate at all weddings held at the church. Other ministers may be invited to assist during the wedding at the invitation of the session of SAPC. Pre-marital counseling shall be conducted by the officiating minister. Exceptions (i.e. other qualified ministers or counselors) shall be approved by the session at the recommendation of the officiating minister.

Weddings may not be scheduled which conflict with any worship service, or any event involving the membership as a whole, such as Vacation Bible School, Missions Conference, Music Camp, or community scheduled programs. Weddings during the Christian holiday seasons such as Easter, Advent and Christmas are subject to the discretion of the church calendar and staff as well as the availability of a pastor, wedding director, and SAPC musicians.

MEMBERSHIP

SAPC allows for members or children of members to hold their wedding ceremonies here. The parents or prospective bride or groom must have been a member in good standing for at least six months before requesting a wedding. St. Andrews has no provisions for non-member weddings, with the occasional exception made for members of sister PCA churches with the approval of our Senior Pastor. (If you are interested in becoming a member please make arrangements to participate in the next Inquirers Class.)

PREMARITAL COUNSELING

The pastors and Session of St. Andrews Presbyterian Church believe that marrying a couple is much more than performing the ceremony. They believe strongly that you should have every opportunity to be prepared for a Christ-centered and biblically grounded marriage, one which has all the potential of being everything our Lord intends marriage to be. We also request that you allow sufficient time prior to your marriage for the premarital process which we believe is important.

You will be required as a couple to attend sessions of premarital counseling with the pastor or another approved counselor. Allow at least two and a half months to complete the premarital counseling. **Any exceptions must be approved by the officiating pastor.**

Biblical Marriage

Biblical marriage is a covenant union between one man and one woman. (Genesis 2:24; Matthew 19:5; Ephesians 5:31) As ministers of the gospel of the Lord Jesus Christ, the pastors of SAPC, being accountable before God for their actions, must maintain a clear conscience before God in the matter of uniting a man and a woman in holy matrimony (**I Timothy 1:19**). These are the qualifications that need to be satisfied before our pastors can marry a couple at SAPC. Please read them carefully.

1. Both individuals must be Christians. In a Christian marriage, a couple is entering into a holy covenant with each other and God. They are asking for God's blessing and looking to Him for assistance. They are making promises before the Triune God; God the Father, God the Son, and God the Holy Spirit. For a couple to have a Christian marriage and expect God's blessing, they must both be Christians, having professed faith in Jesus Christ as their Lord and Savior.

God forbids the marriage of a Christian and a non-Christian. **2 Corinthians 6:14:** Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with darkness?

2. Both people must be living a chaste life. To have a wedding at SAPC the couple cannot be living together or having sexual relations. **I Corinthians 6:18:** Flee from sexual immorality. All other sins a man commits are outside his body, but he who sins sexually sins against his own body. **Hebrews 13:4:** Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral.
3. God allows for remarriage according to the conditions He has set forth in His Word. If divorce has been experienced by either party, the officiating pastor should be consulted prior to any further arrangements being made for a SAPC wedding.

CIVIL PREPARATION

You must secure a marriage license from the Judicial Center in any County in South Carolina. You must have the license with you at the time of the wedding rehearsal and it must be given to the wedding director at that time. Neither rehearsal nor wedding will take place without this license.

WEDDING DIRECTOR

One of St. Andrews Presbyterian Church's approved Wedding Directors must be used to direct the Wedding. The bride must meet with the Wedding Director to verify availability before the wedding date can be approved. At that time, a meeting will be scheduled between the bride, the Wedding Director, and the Director of Worship and Arts to discuss the wedding plans. Following that meeting the date will be confirmed on the church calendar. The Wedding Director must approve all services of the Florist, Photographer, Videographer, and Caterer. Please do not sign any contracts for services of the above until approved. Do not make deposits until this has been accomplished in order to avoid forfeiture if your preferred date is not available.

DECORATIONS:

SANCTUARY

The sanctuary is, by design, a place of beauty, and it is the desire of the Session that simple decorations be used for weddings. *See the Florist agreement for policies concerning the decoration of the sanctuary. Please note: The sanctuary capacity is 650 including balconies.*

- One large flower arrangement may be placed on the shelf beneath the cross.
- Only two large palms are allowed in the pulpit area, and may not be placed near the areas of the pipes for the organ.
- Ferns may be used on the pulpit level.
- The pulpit will remain on the platform and no chairs in the choir loft area may be moved.
- No greenery or flowers are permitted on the communion table.
- Candelabra and/or unity candle must be on the pulpit level and only Paradise or Chase candles may be in these candelabra. No type of wax candles will be permitted to be used.
- No decorations are permitted in or around any balcony areas,
- Window decorations are permitted in the six side windows. Chase or Paradise candles must have glass hurricane globes around the candles. The church does not supply the glass hurricane globes. No large flower arrangements are permitted in the windows. You are permitted to use greenery and ribbons
- Pew markers may be used but kept simple. Only the immediate family areas may be marked using greenery, bows and/or small flowers.
- No candles are permitted on the pews.
- No nails, tacks or screws are permitted on the pews.
- Entrance to pews must not be obstructed in any way.
- The use of an aisle cloth is not permitted.
- Flower girls may not use fresh flower petals if petals are to be dropped in the aisle. Silk petals are permitted. This is to prevent damage/stain to the carpet.
- If your wedding is scheduled during the Christmas season or any other special event, and the church is already decorated, you will not be permitted to use any additional flower arrangements or move any of the existing decorations.
- All decorating in the sanctuary is to be done on the day of the wedding. These decorations are done by the florist, wedding party or family. SAPC staff members are not permitted to assist in the decorating. All decorating must be completed one hour prior to the start of the service. The building will be opened 3 hours prior to the start of the service.

- The florist must sign and return to the wedding director the policy agreement form.

FOYER

Flowers and/or Greenery will be permitted in the entrance foyer. No candles are permitted in this area. **No furnishings may be moved.**

The guest register may be set up in the entrance foyer but will be removed 15 minutes prior to the start of the service. The book and pen must be set up by the person designated by the bride to preside at the register. Please inform the Wedding Director in advance if using a register.

FRONT STEPS AREA

No tacks, nails, screws or wires are permitted on the front door. No decorations are permitted on the light fixtures adjacent to the front door. Bows and/or garland are permitted on the railings.

PHOTOGRAPHER

The photographer, approved by the wedding director, is allowed to take pictures in the church. Flash pictures are not permitted in the sanctuary during the service. Non flash pictures are permitted to be taken from the rear balcony during the service, using only natural lighting. Flash pictures of the wedding party are allowed in the foyer before the start of the service. Pictures taken in the sanctuary must be completed no later than one hour prior to the start of the service. It is the responsibility of the bride and groom and their families to inform all guests, in advance of the wedding day, of the policy regarding flash pictures, digital or video cameras. The attached Photographer policy agreement statement must be read and signed by both the bride and the photographer.

VIDEOGRAPHER

Video camera operators will be allowed to video from the rear balcony in the Sanctuary. Other video cameras if placed discretely in an unobtrusive manner, without flash, viewing screen, or red light, may be permitted as designated by the SAPC Wedding Coordinator. This should be in position 45 minutes before the service and activated 30 minutes prior to the service, before the Prelude music begins. Videographers are to remain stationary during the ceremony. The attached Videographer policy agreement statement must be read and signed by both the bride and the videographer.

SOUND TECHNICIAN

St. Andrews Presbyterian Church has a Sound Technician on staff. Either he or one designated by him shall be hired for the sound. If the sound technician is requested to be present at the rehearsal, an additional fee is required. (See fee schedule below)

MUSIC

The Saint Andrews Presbyterian Church Pianist and/or Organist play for all weddings at the church.

The bride and groom will contact the Pianist and/or Organist regarding the date of the wedding

as confirmed on the church calendar, and arrange consultation regarding keyboard selections and fees.

The Church's Pianist and/or Organist duties for a wedding will include a one hour session for consultation, one rehearsal with any soloist or instrumentalist, and playing at the wedding. If the couple chooses a soloist or instrumentalist requiring more rehearsal sessions, preparation of practice tapes, or being present at the wedding rehearsal, an additional fee will be assessed.

The Director of Worship and Arts is available to assist in the selection of wedding music. A St. Andrews' wedding is a sacred worship service and an extension of the worship of the church, therefore all music during the ceremony must be sacred Christian music and in keeping with the typical musical style of SAPC's worship. All titles for music selections are subject to approval. Pre recorded music will not be permitted (*no exceptions*).

There will be no multi-media presentations (slideshowes, DVDs, et cetera) permitted during the marriage ceremony. Multi-media presentations may be used in the Great Hall during receptions or rehearsal dinners on the condition that the content is approved by the Wedding Coordinator.

COMMUNION

Because Communion is a corporate activity for the Body of Christ, it will not be served only to the Bride and Groom. Because of the necessity of fencing the table of unbelievers and typically there are numerous unbelievers in attendance at weddings, and due to the logistics of having to have Elders serve, etc. Communion will not be a part of a St. Andrews wedding.

NURSERY

SAPC does not provide nursery care or nursery facilities for the children of wedding guests during a wedding. Children of the wedding party may use the nursery facilities only if SAPC childcare workers are hired to provide the care. Parents using the nursery will be responsible to return the area to the condition in which it was found. Payment for the nursery workers will be determined by the guidelines of the children's ministry program.

CHILDREN IN THE WEDDING PARTY

Children under 7 may be ring bearers or flower girls and may walk down the aisle in the processional and the recessional but will be directed to sit with parents during the service. Older children will be permitted to stand with the wedding party if they demonstrate they are able to during the rehearsal.

REHEARSAL

The rehearsal is ordinarily scheduled for the evening prior to the wedding. So that the rehearsal may begin on time, plan to arrive no later than 15 minutes prior to the scheduled start time. All members of the wedding party, parents, wedding director, and minister must be present. Therefore, rehearsal start time should be chosen so that all participants will be present at the appointed time. The maximum allotted time is 1 ½ hours. Modest and proper dress is required for the wedding party at the rehearsal as well as the wedding ceremony.

MISCELLANEOUS

Printed programs for the guests are encouraged. They will not be supplied or printed by the church office. The wedding director must approve the final draft of the programs prior to printing. This must be done no later than 1 week prior to the rehearsal. A note must be included in the program stating that no type of photography or video by the guests is permitted at any time during the service. To keep from disrupting the service a note should also be included to ask guests to turn off all communication devices.

We do not allow rice, confetti, potpourri, or bird seed to be thrown anywhere inside *or outside* the buildings of SAPC. In addition no sparklers are allowed anywhere on the church property.

No decorations are permitted on any doors or windows except the areas specifically permitted in this policy.

DRESSING AREAS

There will be designated dressing areas for the wedding party. One area will be for ladies, and another area for the gentlemen. As in all areas of SAPC no alcoholic beverages are permitted and no smoking is permitted. You are responsible for clean-up in each of these areas. The Church is not responsible for any lost items. Light snacks are permitted only in the dressing areas. All cleanup of the dressing areas must be done after the wedding.

The Parlor may be used as an area for pictures or a waiting area for the bride prior to the service. No food, drinks, makeup, or personal items may be used in the area (This is not a dressing area).

SECURITY

For security purposes, the front door of the Sanctuary will be unlocked for both the rehearsal and the wedding.

The portico door will be unlocked for the wedding as well. All other doors will be locked.

1. The church cannot be responsible for the security of special vehicles for the Bride and Groom or the wedding party. Neither can the church be responsible for personal items of value left unattended during the wedding ceremony.
2. A designated security officer is required to be on site before and during all weddings and receptions, if held at SAPC. The Wedding Director will give the information to the SAPC staff, who will secure the security officer. There is an additional fee for this. Please refer to the wedding fee schedule.

CHURCH FACILITIES MANAGER

The church facilities manager will clean up the sanctuary after the service. The church building will be locked immediately upon the completion of the clean up.

REHEARSAL DINNERS

The Great Hall may be used for rehearsal dinners. Please contact the wedding director regarding room use, set up, and fees. If it is your desire to have members of the church staff, the wedding director, soloists, or other special guests attend the rehearsal dinner, it is necessary that a written invitation be sent to them. At least one member of the church staff must be in attendance for any function in the Great Hall. If the Great Hall is used for the rehearsal dinner the Facilities Manager will set up the chairs and tables for the dinner, and will take down the chairs and tables following the dinner. The family is responsible for all clean up in the Great Hall and the kitchen. This must be completed no later than 10 PM.

WEDDING FEE SCHEDULE

Your wedding will be held in the church sanctuary, the Lord's House, therefore no fee is charged for the use of these facilities. Fees, however, are charged for the services of those who assist you with your wedding. Attach your individual checks covering all fees as listed, designated "wedding fees" on the lower left hand corner of the checks. Give your checks to the church financial secretary no later than two weeks prior to the wedding rehearsal.

Wedding Rehearsal and Ceremony only:

- | | |
|--|----------|
| • Wedding Director | \$275.00 |
| • Pianist | \$275.00 |
| • Pianist at Rehearsal | \$ 75.00 |
| • Organist | \$275.00 |
| • Organist at Rehearsal | \$ 75.00 |
| • Sound Technician | \$ 85.00 |
| • Sound Technician at rehearsal | \$50.00 |
| • Nursery Workers | |
| Fees will be set according to the current guidelines of the children's | |

ministry team.

- Maintenance and cleanup \$150.00
- Maintenance and cleanup if rehearsal dinner is in the Great Hall. \$125.00 (additional)

- Pastor's Honorarium

(Consult wedding director regarding the appropriate amount)

Security Officer \$40.00 per hour with a \$100.00 minimum fee.

Wedding Rehearsal and Ceremony with Reception in the Great Hall

- Wedding Director \$325.00
- Sound Technician \$50.00 (additional)
- Maintenance and cleanup \$175.00 (additional)

Other costs to be considered:

The bride and groom are expected to purchase the required books for premarital counseling (usually no more than \$50 a couple).

Additional musicians will be hired and paid directly by the bride and groom. The Director of Worship and Arts can suggest a reasonable compensation for musicians.

PERSONS TO CONTACT

Senior Pastor	Rev. Dr. Dale Welden	732-2273
		732-2273
Assistant	Rev. Dr. Jason Hunt	732-2273
Director of Worship & Arts	Rev. Marc Rattray	732-2273
Facilities Manager	Mr. Paul Reynolds	732-2273
Wedding Director	Mrs. Lynn Frazee	764-3067
or		
Wedding Director	Mrs. Kathy Smith	781-9167
Organist	Mrs. Sharon Rattray	760-4775
Pianist	Mrs. Allison Hilbish	951-2202
Sound Technician	Wedding Director will contact Sound Technician	

St. Andrews Presbyterian Church
6952 St. Andrews Road
Columbia SC 29212

Revised July 2019

This policy is subject to revision at the discretion of the pastoral staff and session of SAPC.

There is a separate policy for the use of the Great Hall for any function pertaining to the wedding, including rehearsals and receptions. Please obtain a copy of this policy from the wedding director.

SAINT ANDREWS PRESBYTERIAN CHURCH
WEDDING POLICY
VIDEOGRAPHER

1. PLAN TO COME TO THE CHURCH IN ADVANCE OF THE WEDDING DAY TO BECOME FAMILIAR WITH THE AREAS TO BE USED FOR VIDEO TAKING.

2. VIDEO CAMERA OPERATORS WILL BE ALLOWED TO VIDEO FROM THE REAR BALCONY IN THE SANCTUARY. OTHER VIDEO CAMERAS IF PLACED DISCRETELY IN AN UNOBTRUSIVE MANNER, WITHOUT FLASH, VIEWING SCREEN, OR RED LIGHT, MAY BE PERMITTED AS DESIGNATED BY THE SAPC WEDDING COORDINATOR. THIS SHOULD BE IN POSITION 45 MINUTES BEFORE THE SERVICE AND ACTIVATED 30 MINUTES PRIOR TO THE SERVICE, BEFORE THE PRELUDE MUSIC BEGINS. VIDEOGRAPHERS ARE TO REMAIN STATIONARY DURING THE CEREMONY.

3. THERE ARE NO RESTRICTIONS ON VIDEO TAPING OF THE RECEPTIONS WHICH ARE HELD AT THE CHURCH.

5. DUE TO THE RESTRICTED SIZE, THE VIDEO CAMERA IS NOT PERMITTED TO BE USED IN THE NARTHEX OF THE CHURCH AT ANY TIME PRIOR TO THE WEDDING SERVICE.

THERE WILL BE NO EXCEPTIONS TO THE ABOVE GUIDELINES

Videographer Policy Agreement for Saint Andrews Presbyterian Church

This agreement must be signed by the Videographer and the Bride and returned to the Wedding Director as soon as possible. This agreement, once signed by all parties, will be considered binding for the wedding identified below.

Name of Videographer _____

Address _____

Phone _____

Name of Bride _____

Wedding Date _____ Wedding Time _____

I have read the Videographer Policy of Saint Andrews Presbyterian Church and agree to abide by these guidelines.

Signature of Videographer _____

Date _____

Signature of Bride _____

Date _____

Revised April 20, 2015

SAINT ANDREWS PRESBYTERIAN CHURCH
WEDDING POLICY
FLORIST

1. One large flower arrangement may be placed on the shelf beneath the Cross. No artificial or silk flowers are permitted, and a suitable container must be used. The use of the church container is not allowed.
2. Two large palms are allowed in the Pulpit area but may NOT be placed near the areas of the pipes for the organ.
3. Ferns are permitted on the pulpit level but may not be placed in the front of the Pulpit which must remain in place.
4. Candelabra and/or a Unity candle must be placed on the pulpit level. Chase or Paradise candles are required to be used. No type of wax candles are permitted.
5. No decorations are permitted on any of the balcony areas.
6. Window decorations are permitted. If using candles, they must be the same as in the pulpit area. Glass globes are required around the candles. The globes and candle holders are not supplied by the church.
7. Pew markers must be kept simple - no tacks, nails or screws are permitted. Only the immediate family reserved areas may be marked. No candles are permitted on the pews. Entrance to the pews must not be obstructed in any way.
8. The use of an aisle cloth is not permitted.
9. Flower girls may not use fresh flowers if petals are to be dropped in the aisle. Silk petals are permitted.
10. Decorations in the Foyer are permitted using flowers and/or greenery. No candles are permitted in this area.
11. Exterior decorations are permitted only on the railings. No decorations are permitted on the doors or the Lights.

Florist Policy Agreement for Saint Andrews Presbyterian Church

This agreement must be signed by the Florist and the Bride and returned to the Wedding Director as soon as possible. This agreement, once signed by all parties, will be considered binding for the wedding identified below.

Name of Florist _____

Address _____

Phone _____

Name of Bride _____

Wedding Date _____ Wedding Time _____

I have read the Florist Policy of Saint Andrews Presbyterian Church and agree to abide by these guidelines.

Signature of Florist _____

Date _____

Signature of Bride _____

Date _____

SAINT ANDREWS PRESBYTERIAN CHURCH
WEDDING POLICY
PHOTOGRAPHER

1. PLAN TO COME TO THE CHURCH IN ADVANCE OF THE WEDDING DAY TO BECOME FAMILIAR WITH THE AREAS TO BE USED FOR PICTURES.
2. ONLY ONE PHOTOGRAPHER IS PERMITTED TO TAKE THE WEDDING PICTURES.
3. PICTURES TAKEN IN THE SANCTUARY MUST BE COMPLETED NO LATER THAN ONE HOUR PRIOR TO THE START OF THE PRELUDE.
4. FLASH PHOTOGRAPHY IS NOT PERMITTED AT ANY TIME DURING THE SERVICE. DURING THE CEREMONY PICTURES [TIMED EXPOSURES] ARE PERMITTED TO BE TAKEN FROM THE REAR BALCOMY, USING EXISTING SANCTUARY LIGHTING.
5. FLASH PHOTOGRAPHY OF THE WEDDING PARTY IS PERMITTED IN THE FOYER BEFORE THE START OF THE SERVICE AND BEFORE THE DOORS TO THE SANCTUARY ARE OPENED.
6. DURING THE PROCESSIONAL AND RECESSIONAL, THE PHOTOGRAPHER MUST REMAIN IN THE FOYER AND IS NOT PERMITTED INSIDE OF THE SANCTUARY. NO FLASH PHOTOGRAPHY IS PERMITTED.
7. PICTURES TAKEN OF THE WEDDING PARTY AFTER THE CONCLUSION OF THE RECESSIONAL MUST BE COMPLETED IN ONE HOUR OR LESS.

Photographer Policy Agreement for Saint Andrews Presbyterian Church

This agreement must be signed by the Photographer and the Bride and returned to the Wedding Director as soon as possible. This agreement, once signed by all parties, will be considered binding for the wedding identified below.

Name of Photographer _____

Address _____

Phone _____

Name of Bride _____

Wedding Date _____ Wedding Time _____

I have read the Photographer Policy of Saint Andrews Presbyterian Church and agree to abide by these guidelines.

Signature of Photographer _____

Date _____

Signature of Bride _____

Date _____

A PLACE OF CHRISTIAN WORSHIP AND NURTURE

1. It is the responsibility of the Session of St. Andrews Presbyterian Church to provide for the management of the property of the church, including determination of the appropriate use of the buildings and facilities.
2. NO ALCOHOLIC BEVERAGES OF ANY KIND WILL BE SERVED OR PERMITTED ON THE PREMISES AND THE "NO SMOKING IN CHURCH BUILDINGS" POLICY MUST BE OBSERVED.
3. Fees required for the use of Saint Andrews Presbyterian Church facilities will be in accordance with approved policies.
4. Individuals using the facilities of Saint Andrews Presbyterian Church will be expected to leave the facilities and furnishings in the same condition and arrangement in which they were found.
5. The Session retains the right to refuse the use of the facilities or to cancel previously approved use should parties be found out of compliance with provisions above.

The undersigned applicant(s) have read and agree to comply with the Wedding Policy of Saint Andrews Presbyterian Church.

SIGNATURE OF APPLICANT

Bride _____

DATE _____

Groom _____

DATE _____

Application endorsed by Wedding Director _____

COPY TO BE GIVEN TO THE SAPC OFFICIATING MINISTER

Revised April 20, 2015

Premarital Information (Continued)

What books or other materials on marriage have you read in the last two years?

Groom: _____

Bride: _____

Are your parents supportive of your marriage plans?

Groom: Yes No

Bride: Yes No

If you are not a member or regular attender of SAPC, why have you requested to have your wedding ceremony here?

What are two or three areas you hope will be covered in your premarital counseling sessions?

Groom: _____

Bride: _____

Have you ever been married before?

Groom: Yes No

Bride: Yes No

If so, what ended the marriage?

Groom: Death Divorce

Bride: Death Divorce

If you have been divorced, please attach a written explanation of the circumstances. The pastor you request will want to visit with you regarding this situation at your first meeting with him and prior to a date being approved.

Primary Contact for wedding details: _____

Other methods of communication:

Bride's E-mail: _____

Bride's Mother's Mobile #: _____ E-Mail: _____

Groom's E-mail: _____

Groom's Mother's Mobile #: _____ E-Mail: _____