

WEDDINGS
AT
ST. SIMONS PRESBYTERIAN CHURCH
Policies and Procedures
(Approved by the Session December 15, 2009)

A wedding is a happy event, and the staff and the Session of the St. Simons Presbyterian Church are pleased to have the facilities of the church contribute to the joy of the occasion. The following provisions have been approved by the Session for the conduct of weddings in the church.

GENERAL INFORMATION

One of the pastors of the church will normally participate in the planning of the wedding and conduct the service. However, guest ministers may be invited to assist in the service. The bridal couple should ask the resident Pastor to extend this invitation.

In setting the date of the wedding, the church office should be contacted to determine the availability of the church on the desired date. The wedding, once properly scheduled, will have priority on the date. At the time the wedding date is being discussed with the church office, an appointment should be made for counseling and planning with one of the pastors. These appointments are mandatory and should be accomplished in a timely fashion.

Marriage is a divine institution, and time must be provided for serious planning and counseling. SSPC pastors will meet with the bride and groom to discuss the Christian aspects of marriage, and the legal requirements as well.

Ordinarily, the service from the Presbyterian Book of Common Worship should be used. This is used by most Presbyterian churches throughout the country. The Book of Order is the official handbook of Presbyterian organization and practice. "The Directory For Worship" section requires that Scripture, prayers, and benediction be used. Any further elements will be at the discretion of the Pastor, who is responsible for the direction of the service.

The Book of Order does not forbid the remarriage of a divorced person. "In all cases where remarriage is sought, the Pastor's decision should turn not so much on what the applicant has done as on what the person by God's grace has now become and what, with God's help he/she honestly intends and hopes to do in the future..." The decision to perform the service rests with the Pastor who may or may not ask for advice from the Session.

A marriage license must be secured by the bride and groom and given to the pastor at the rehearsal. The pastor will complete the license, return two copies to the state and county officials, and return one copy to the bride and groom. In Glynn County the license may be secured at the office of the Probate Judge in the Glynn County Courthouse, 701 H Street, Brunswick, GA. If the service is to be conducted in this church, the license must be purchased in the state of Georgia.

FLOWERS

Florists and those in charge of the wedding will take all precautions to avoid damage to church property. Nails and tacks are not to be used; and care will be exercised in placing flowers and arrangements to protect tables and furnishings. Plants are not to be placed on chairs, musical instruments, music stands or hymnals. In situations where a great number of plants, flowers and candelabra are placed in the choir loft, particular care should be exercised. Limiting the use of these items to a maximum of 4-6 plants or palms and 2 candelabra is strongly recommended. Choir chairs, music stands, bell tables, or musical instruments are not to be removed from the choir loft without prior permission from the director of music, although choir chairs may be stacked to provide additional space for musicians at the wedding as long as the choir chairs are returned to their original formation. The church reserves the right to assess an additional clean-up fee if the church is not returned to its original condition. Worship services are often conducted the morning following a wedding and the church must be left in good condition. Paradise candles (dripless) should be used with caution and snuffed out at the end of the ceremony.

In addition, the following items must **not** be moved:

Microphones in pulpit and lectern; pulpit chairs; communion chairs; offering plates; baptismal font; flags.

The florist handling a wedding may find that flowers have been placed in the sanctuary in preparation for the Sunday worship services. In this case, the florist handling the wedding may remove such flowers to make room for wedding floral arrangements, but the florist will return the sanctuary flowers to their proper place at the conclusion of the wedding. Lilies, Poinsettias or other décor pertinent to the season may not be removed, but can be incorporated into the floral design. This applies to weddings held during the Advent, Christmas and Lenten seasons.

MUSIC

Selection of wedding music is important, and requires the approval in advance by the pastor and the Director of Music, at 638-2220. According to The Book of Order, "Such music as accompanies the service should be to the Glory of God who sanctifies marriage..." All music selected should be appropriate for a true service of worship, which is the nature of the wedding event.

The organ will be played by the SSPC Church Organist, or by an organist approved by the Church Organist. The organist's fee is included in the total fee and includes playing for the service, a one hour consultation and one hour maximum rehearsal. If a Guest Organist is used, the wedding party is responsible for that fee outside the total fee. Consultation with our church organist (required) or Director of Music and the use of our organ is included in the total fee. There is no reduction in fee if the Organ is not used. Please see (Summary of All Fees) for more details. If you are in need of a special soloist or instrumentalist, the Director of Music or Organist will make suggestions.

WEDDING HOSTESS

The Wedding Hostess will review customary procedures of St. Simons Presbyterian Church as regards weddings. The Wedding Hostess will participate in the rehearsal and wedding to assist the wedding party and to supervise the use of the facilities. The Wedding Hostess is *not* expected to direct the wedding, but rather to consult with the director as to church procedures, and will help in the following ways: Participate in the rehearsal and assist the wedding party on the day of the wedding; supervise the use of the facilities; provide access to the building for florists, decorators, and wedding party, make sure the heating or air conditioning is comfortable for rehearsal, preparations, and wedding, and assist in the use of sound and lighting systems; secure the church building after the rehearsal and wedding.

PARKING MONITORS

Individuals using St. Simons Presbyterian Church facilities are required to have two parking monitors. Parking monitors will be arranged by church staff. See Summary of All Fees page.

PHOTOGRAPHY

Good photographs are a lasting and treasured part of wedding day memories, and all families are eager to have them done well. However, ill-timed photographs can prove very disruptive to the wedding service and in violation of proper respect for the church sanctuary. For this reason the following policy in regard to photographs has been established:

1. No photographs should be taken in the sanctuary at least one hour prior to the wedding to allow for music setup, rehearsal, and prelude. However, photographs on the grounds and in the Sunday School rooms as the wedding party prepares for the wedding are permitted.
2. Members of the wedding party can be posed in proper positions before or after the service. The photographer may take any pictures in the sanctuary which the families desire at that time.
3. Members of the wedding party should leave the sanctuary during the recessional and immediately circle back to the Sunday School area so that they can re-enter the sanctuary to be available for pictures as soon as the guests have vacated the sanctuary.
4. The operation of cameras, video or still photography, may be positioned in the back of the Sanctuary as the processional begins. The operation of the cameras must be stationary, completely silent and used with available light.
5. The families of the bride and groom are responsible for notifying both professional photographers and “family photographers” of these policies.

RECEPTION

The Fellowship Hall is available for receptions for an additional fee. Any rooms or church furnishings used for the reception should be left in the same condition as they are found.

REMINDERS

Our Church Building is God's House and is built upon the sacrifices, tithes, and offerings of many people.

1)Decorations, trash and personal items must be removed from all parts of the church used for the wedding, including restrooms. Please remind your florist of this policy. There are many trash receptacles for your use throughout the church. Any food trash should be disposed of in the kitchen trash cans. Due to insurance liability, St. Simons Presbyterian Church will not assume any responsibility for any item(s) left unattended **during the service** or **left behind** following the ceremony.

2)Any damages to church property caused by the wedding party, guests, or vendors that require cleaning above and beyond normal janitorial services, repair, or replacement are the responsibility of the reserving party and should be reported to the senior pastor in a timely manner.

3) No alcoholic beverages are permitted on the church property at any time. This includes the wedding rehearsal and any time on the wedding day. The officiating pastor and the Wedding Hostess reserve the right to cancel the wedding should this rule be violated.

4) No smoking is permitted in the church building.

5) Birdseed may be thrown outdoors, but no rice, confetti, artificial or natural rose petals may be thrown inside the building or on the church premises.

6) The church does not print bulletins, invitations, orders of worship, etc. These are the responsibility of the wedding party.

**May God bless the couples united in St. Simons Presbyterian Church
with many years together in love and happiness.**



Summary of All Fees

Members ** \$1,000

The \$1,000 fee includes the payment for the use of sanctuary, Bride's Room, Wedding Hostess, Organist*, the Parking Monitors, and the Custodian.

**Pastor's fee is at the groom's discretion.

Non-members \$3,000

The \$3,000 fee includes the payment for the use of the sanctuary, Bride's Room, Wedding Hostess, Organist*, Pastor's fee, the Parking Monitors, and the Custodian.

*The organist's fee includes playing for the service, a one hour consultation, and a one hour maximum for rehearsals. Any other services such as extra rehearsals with additional musicians, arranging music, or additional consultations will be charged at the rate of \$50 per hour. **Guest organist's fees** should be negotiated and paid separately from the total fee. Consultation with our Organist or Director of Music with the guest organist prior to the wedding concerning music approval and the use of our pipe organ is included in the total cost.

In the event that other rooms in the church are needed for receptions or dinners (such as the Britt Room/Kitchen Area or the Social Hall), please contact the Church Administrator for information about reserving and additional fees.

DEPOSIT

A Wedding Information Form is the last page of this packet, and the facilities will be considered reserved once the form and the following initial payments are received by the church office.

Members - Deposit
\$450

Non-Members - Deposit
\$1,000

The initial payment (deposit) is non-refundable. When the deposit is received, then your date reservation is confirmed. The balance of the fees is due in the church office at least thirty (30) days before the wedding. All fees and payments should be made payable to St. Simons Presbyterian Church.

St. Simons Presbyterian Church
205 Kings Way
St. Simons Island, GA 31522
Phone: 912 638-2220 Fax: 912 634-9196

**ST. SIMONS PRESBYTERIAN CHURCH
205 KINGS WAY
ST. SIMONS ISLAND, GA 31522
(912) 638-2220**

WEDDING INFORMATION

(Please return immediately to secure reservation)

BRIDE'S FULL NAME: _____ HOME PHONE: _____

BRIDE'S ADDRESS: _____

CITY, STATE _____ WORK PHONE: _____

MOTHER'S NAME: _____ HOME PHONE: _____

GROOM'S FULL NAME: _____ HOME PHONE: _____

PHONE CONTACT NUMBER HERE ON ST. SIMONS _____

DATE OF WEDDING: _____ TIME: _____

DATE OF REHEARSAL: _____ TIME: _____

ORGANIST: _____ SOLOIST: _____

OTHER MUSICIANS: _____

Has all music been approved by Minister or Director of Music? Yes _____ No _____

WEDDING DIRECTOR: _____ PHONE: _____

NUMBER OF PEOPLE EXPECTED: _____

FLORIST: _____ PHOTOGRAPHER: _____

(Bride is to see that florist and photographer receive list of Rules for Wedding)

PASTOR: _____

I have read the St. Simons Presbyterian Church Facilities Contract and agree to abide by its regulations.

Name _____ (signature)

Address _____

Phone(s) _____