

WEDDING POLICY



ST. SIMONS PRESBYTERIAN CHURCH

Table of Contents

WEDDING POLICY

01	Welcome
02	Meet Our Team
03	Spaces
04	Fees
05	Wedding Planning
07	Wedding Weekend Timeline
08	Church Campus Policies

WELCOME



St. Simons Presbyterian Church has a long history of hosting weddings and is committed to making yours a joyful and sacred occasion. Christian marriage, in the Reformed tradition, is a covenant in which God has an active part. The sanctity of the promises the Couple make to each other before God and as witnessed by their family and friends should remain the focus as you plan the worship service of marriage.

The many details of a wedding ceremony can be overwhelming! This policy provides the guidelines and procedures to assist as you plan. Please share this policy with your wedding party and all vendors. By signing the Wedding Contract, you are agreeing that all involved with your wedding understand and adhere to the policies.

OUR TEAM



Ada Owens
Wedding Coordinator
ada@sspres.org

MEET THE WEDDING COORDINATOR

The Wedding Coordinator/Hostess is your church point of contact and will coordinate your wedding with the Pastor, church staff members, the Session (governing body of church) and your Wedding Planner/Director. On the day of the Wedding Ceremony, the Coordinator or a designated representative will attend as the Church Hostess.



Rev. Rachel Rhodes
Senior Pastor
rachel@sspres.org

MEET THE PASTOR

The Pastor guides the Couple in the Christian aspects of marriage, relationship dynamics and legal requirements. Weddings at SSPC will follow the PCUSA Directory of Worship.



Amy Bishop
Organist
amy@sspres.org

MEET THE ORGANIST

The Couple will meet with the Organist to select music for the Wedding Ceremony. The Organist's fee is included in the total church fee and includes a one-hour consultation, a one-hour rehearsal, and playing for the service.

THE SPACES

THE SANCTUARY

Our newly renovated Sanctuary offers a spacious (375 person capacity) and welcoming backdrop for casual and formal wedding styles.

Wedding party will also have access to the Bride's Room, Ashantilly Room, Parlor, Library, and Gathering Hall.



WEDDING FEES

The wedding fee includes the use of the church campus (Sanctuary, Bride's Room, Ashantilly Room, Parlor, Library, Gathering Hall), staff services (Pastor, Organist, Parking Monitors and Wedding Coordinator/Hostess), and utilities.

The fee also includes an hour long Rehearsal the day before the wedding as well as 4 hours prior and one hour after the wedding ceremony.

Non-Members: \$5000
(Deposit \$2500)

Members, please contact the church for fee information.

The deposit is due upon approval of the ceremony date and time.
The balance is due 3 months before the wedding date.

Cancellation policy: All deadline dates are set when deposit is paid to reserve the wedding date.

50% of the deposit will be refunded for any cancellation that occurs prior to exactly 6 months before the wedding date.

The deposit is non refundable for any cancellation less than exactly 6 months before the wedding.



WEDDING PLANNING

The planning process of a Wedding Ceremony at SSPC will follow the PCUSA Directory for Worship. Certain worship elements such as Scripture readings and prayers will be included.

PASTOR/OFFICIANT: Couples are required to meet with the Pastor in a timely manner to discuss the Christian aspects of marriage, relationship dynamics and legal requirements. Guest pastors may be invited to direct the service in consultation with the resident Pastor and approval of session.

WEDDING LICENSE: A marriage license must be obtained for the Pastor to perform a wedding ceremony. Please bring the marriage license to the Rehearsal. The Pastor will fill out and return to the probate court after the ceremony.

Information about securing a marriage license in the state of Georgia and Glynn County can be found at this link: <https://glynncounty.org/190/Marriage-License>

WEDDING PLANNER/DIRECTOR: We recommend choosing a Wedding Planner/Director to assist/direct at the Wedding Rehearsal and the Wedding Ceremony. This can be an experienced family member or a professional. At the Rehearsal, the Pastor along with the Wedding Planner will make sure all in the wedding party are comfortable with their roles during the Ceremony. The SSPC Wedding Coordinator and/or Hostess will be available to work closely with the Couple's Wedding Planner/Director but will not serve in that capacity.

MUSIC: According to the PCUSA 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 and be approved in advance by the Director of Music or Organist. If the Couple wishes to have a Guest Organist, they must be approved and have a consultation with SSPC Director of Music and/or Organist. There is no reduction in fee if the Organ is not played for your service.

INSTRUMENTS: SSPC provides a Steinway B Grand Piano and a 38 rank Schlueter Pipe Organ with an antiphonal in the back of the church. ([Click here for specs.](#))

INSTRUMENTALISTS/VOCALISTS: Other instrumentalists/vocalists may be hired in addition to the Organist or pianist and are contracted outside this agreement. The Director of Music can provide names of approved local and regional professionals.



VENDORS: The Couple and their Wedding Planner will make sure all vendors understand and adhere to the Wedding Policy as it pertains to the use of the church grounds and Sanctuary, decorating and making deliveries. No furnishings in church may be moved without permission from Wedding Coordinator.

The church will be open 4 hours prior to the ceremony for set up, decorating and photography.

PHOTOGRAPHER: Photographs may be taken in any of the reserved rooms inside the Church or on the Church grounds beginning 4 hours prior to Ceremony. No photos should be taken in the Sanctuary one hour before Ceremony but may resume for one hour at the conclusion of the Ceremony.

During the Ceremony, photographers should remain in the back of the Sanctuary and not block any guests view of the service. Cameras should be silent and used with available light. Unmanned small cameras may be placed closer if they are not visible to the guests.

Couples may remind their guests in the program to not use cell phones to take photos or video. Phones should be silenced and only used for emergencies.

VIDEOGRAPHER: During the Ceremony, cameras used for video should be stationary, silent and use the light available in the back of the Sanctuary. Cameras should be in place before the prelude music begins 30 minutes prior to the wedding party entrance for ceremony.

LIVESTREAM: A live broadcast of the service is available for an additional fee of \$250. Immediately following the service, a recording of video will be available to download for exactly one year.

FLOWERS: Your florist will need to discuss plans for all arrangements to be in Sanctuary with the Wedding Coordinator before decisions are final. Most often, a planter or two is placed on the wall in the chancel area and pew markers are placed with ribbons on the ends of pews. No floral arrangements or plants should be placed on any furnishings in the Sanctuary. Plants or arrangements may be placed on the floor if saucers are used.

All floral arrangements and/or plants should be removed from Sanctuary one hour after the Ceremony.

SSPC has a Flower Ministry that can distribute flowers to those who need them if you wish to donate them. Please complete the part of Wedding Policy contract if you want your flowers to be used for Sunday Worship and/or our Flower Ministry.

CANDLES: Candles must be driplless, unscented and in holders that are safe. The wall in the chancel area is a good place for candles. SSPC has two oil-filled tapers and acolyte wand for lighting. The Wedding Coordinator can discuss options for candles with you.

PROGRAM: The Pastor and Organist will guide you in the information that you will need to include on your Wedding Program. SSPC does not print Wedding Programs. Please bring your program to your Rehearsal for the Pastor to use for directing.



WEDDING WEEKEND TIMELINE

REHEARSAL

The Pastor, Organist, and Wedding Coordinator will attend the Rehearsal. The purpose is to make sure all those who have a role in your Ceremony feel comfortable. Your Wedding Planner/Director will work closely with the Pastor for the positioning of the Wedding Party in the chancel area. Bring your Wedding Program to make sure everything is coordinated.

Please bring your Marriage License to your Rehearsal! The Pastor will complete and return the license to the probate court after the Ceremony.

Make sure all of your Wedding Party is at the Rehearsal and on time!
Rehearsal is no more than an hour.

WEDDING DAY

The Wedding Coordinator will open the church 4 hours prior to Ceremony. Musicians may set up and rehearse 2 hours prior to service.

All members of Wedding Party should arrive by one hour prior to Ceremony. The Prelude will begin 30 minutes prior to Ceremony. Ushers may seat people during this time.

Guests should be seated before the chime of the hour. Once the Wedding Party begins processional, no guests will be seated until an appropriate time in the service.

Wedding Party photos may be taken shortly after the conclusion of the Ceremony up to one hour.

Be sure all members of the Wedding Party take their belongings with them. No vehicles may be left overnight on the premises. All vendors need to clean up and take their items within one hour after the Ceremony.

CHURCH CAMPUS POLICIES

ST. SIMONS PRESBYTERIAN CHURCH IS A SMOKE, DRUG AND ALCOHOL FREE CAMPUS.

Your safety is important to us! The throwing of flower petals (real or fake) on the wood or tile floors or using a runner for the center aisle is not permitted. Birdseed may be thrown outside the church.

Parking monitors are required for larger weddings unless guests arrive by bus/trolley. Cost is included in wedding fee.

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 will be reported to the Pastor of SSPC in a timely manner. SSPC will not assume responsibility for any item(s) left unattended during the service or left behind following the ceremony.

Decorations, trash and personal items must be removed from all parts of the church used for the wedding. Please remind your vendors of this policy. Trash and recycling receptacles are in all areas reserved for wedding use.





LET'S GET IN TOUCH

205 Kings Way
St. Simons Island, GA 31522

ada@sspres.org

ST. SIMONS PRESBYTERIAN CHURCH