WEDDING POLICY

ST. SIMONS PRESBYTERIAN CHURCH

Table of Contents

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

Frieda Warner
Wedding Coordinator
frieda@sspres.org

MEET THE WEDDING COORDINATOR

The Wedding Coordinator 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.

Rev. Annie F. Arvin
Associate Pastor
annie@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, and the Pastor is responsible for the direction of the Wedding Ceremony.

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.

Members: $2500 (Deposit $1250)
Must be a member or a child/grandchild of member for more than six months at time of inquiry.

Non-Members: $5000
(Deposit $2500)

50% of fee (deposit) is due upon approval of the ceremony date and time. The balance is due 30 days before the wedding date.

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. Couples are required to meet with the Pastor in a timely manner to discuss the Christian aspects of marriage, relationship dynamics and legal requirements.

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: Whether a professional or a family member experienced with weddings, SSPC recommends choosing a Wedding Planner to assist at the Wedding Rehearsal and the Wedding Ceremony. 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 Hostess will be available to work closely with the Couple's Wedding Planner/Director but do not serve as one.

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 Pastor. If the Couple wishes to have a Guest Organist, they must be approved and have a consultation with SSPC Director of Music and 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 40 rank Schantz Pipe Organ with an antiphonal in the back of the church.

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

VOCALISTS: The SSPC Director of Music is available to perform or provide names of other local 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.

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 dripless, 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 with you options for candles.

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 feels 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 Wedding Party take their belongings with them. All vendors need to clean up and take their items up to one hour after 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

frieda@sspres.org

ST. SIMONS PRESBYTERIAN CHURCH