



# When You Marry

## First (Scots) Presbyterian Church

53 Meeting Street Charleston SC 29401-2536

Phone: 843-722-8882 Fax: 843-805-6621 Email: info@first-scots.org Website: www.first-scots.org

Organized 1731

### HAVING YOUR WEDDING AT FIRST (SCOTS)

Your wedding should be one of the happiest experiences of your life. We at First (Scots) Presbyterian Church want to aid you in making it so.

At First (Scots) Presbyterian Church a wedding is an act of worship, a religious celebration whereby the union of a couple is affirmed within the context of their covenantal relationship with God. When a man and woman express their desire for their marriage to be solemnized by a church wedding, the church immediately becomes a party to the wedding and a participant in the formulation of plans affecting the wedding.

## Wedding Preparations, Expense Policies, Music and Decorations

### **IMPORTANT!! Please read carefully the following policies:**

- ◇ Either the Church Sanctuary, which seats 650, or the Lilly Chapel, which seats a maximum of 75, is available for the wedding ceremony and the rehearsal. The date for the wedding should be announced only after arrangements have been made through the church office for use of the appropriate church facilities. **Non-members may not reserve the church more than six (6) months in advance. Church membership (of 12 months or more) of ACTIVE members is counted towards the child or grandchild of that member, should they desire to be married at First (Scots). No other family affiliation will be considered.**
  - ◇ **One of the non-members must be an ACTIVE member** of a Presbyterian Church. A letter from their pastor must be sent to First (Scots) acknowledging that the bride/groom is currently an active member in said church.
  - ◇ **Either a minister of First (Scots) or a minister approved by the Session** of First (Scots) is to officiate at all weddings. If a couple desires that a minister of another church assist in the wedding, the request is properly made to the church office at the time of the reservation. Our church's officiating minister extends the invitation.
  - ◇ If there are to be any attendants, it is necessary to schedule a rehearsal. **Time for all rehearsals is 5:30 p.m. on the Friday prior to the wedding and will last no longer than 60 minutes.** Rehearsals must begin promptly and proceed without delay.
  - ◇ **One of the church's wedding directors will direct the rehearsal and the wedding ceremony.** First (Scots) wedding directors work as volunteers and are not paid for their valuable services. Should the bride hire a professional wedding service, director, or coordinator, it must be understood that the First (Scots) wedding director has complete control over the rehearsal and the ceremony, including any special requests. This includes requests from the professional wedding director, photographer, florist, and any other participants in the wedding. All requests and questions must be directed to the First (Scots) wedding director. The church office will provide the name of the director after one has been assigned. You may request a specific director, if you have a preference.
  - ◇ **The minister is not required to be present at the rehearsal.**
  - ◇ **Premarital counseling with a couple prior to the wedding ceremony is a requirement** of the Session; the major concern is that the couple be prepared to take their vows meaningfully and with a sense of genuine commitment to each other and to God. The counseling will emphasize the religious significance of the marriage ceremony and the importance of marriage within God's will for humankind. As soon as the wedding date has been announced, the couple should arrange for a counseling conference with the officiating minister, whether it be a minister of First (Scots) or a minister approved by the officiating minister.
  - ◇ **Dates requested by ACTIVE MEMBERS will be penciled in but not guaranteed until the Wedding Information and Sanctuary Reservation forms\* are received along with the security deposit. Balance of fees must be received in the office no later than 45 days prior to the date of the wedding.**
  - ◇ **Dates requested by NON-MEMBERS will be placed on the calendar but not until (1) the Wedding Information and Sanctuary Reservation forms\* are completed and returned, (2) the entire fees and deposit are submitted to the church office, and (3) the date is approved by the Session and the pastor(s). NOTE: The date is not guaranteed outside of six (6) months prior to the date requested if an active member should request the same date. In that case, a full refund of monies received will be made to the person financially responsible. Once the date is within six (6) months of the wedding, the date is guaranteed, regardless of the membership status of the person requesting the same date.**
- \*FAXED FORMS WILL NOT BE ACCEPTED**

### **GENERAL CHURCH POLICIES:**

- ◇ Smoking is **NOT** permitted in any of the church buildings.
- ◇ Possession or use of **ANY** alcoholic beverage is **NOT** permitted at any time on the premises during the use of the church.
- ◇ Neither bird seed nor rice, nor anything else is to be thrown on or about the property or property surrounding the church.
- ◇ No food or drink is allowed in the church parlor, Lilly Chapel or Sanctuary at any time. Bottles of water may be kept in the hallway outside the parlor.
- ◇ It is the responsibility of the wedding party to notify florists, photographers, coordinators, and guests of the church's policies.

### **THE CHURCH'S POLICIES ARE STRICTLY ENFORCED - VIOLATION OF ANY OF THESE POLICIES WILL RESULT IN THE FORFEITURE OF THE SECURITY DEPOSIT!**

**PLEASE NOTE: Any changes to times originally scheduled or changes in arrangements, etc. that have already been placed on the calendar are to be verified through the church office. It is the responsibility of the bridal party to notify the office regardless of approval by a minister, organist, etc.**

## **EXPENSE POLICIES:** *(All prices subject to change)*

**FEES FOR MEMBERS OF FIRST (SCOTS)** [Minimum 1 year active membership required - see page 1 for children/grandchildren of current active members]:

Sanctuary	-	No Charge
Lilly Chapel	-	No Charge
Minister**	-	Honorarium (member's discretion)
Organist	-	\$300
with vocalists and/or instrumentalists	-	\$350
Sexton* (rehearsal & wedding 3 hours max)	-	\$150
Security Deposit	-	\$750
Candelabra (candles provided by First (Scots))	-	\$75
Hurricane Lamps (candles provided by florist)	-	No charge

Dates requested by **ACTIVE MEMBERS** will be penciled in but not guaranteed until the Wedding Information and Sanctuary Reservation forms are received along with the security deposit. Balance of fees must be received in the office no later than 45 days prior to the date of the wedding.

\* Should the Sexton be required for more than 4 hours total for the rehearsal and ceremony, there will be an additional charge of \$50 per hour.

\*\* For members, the pastor's honorarium is left to the discretion of the bride and groom. This amount should be regarded as a gift to the minister for the time spent in counseling as well as officiating the wedding. (There is no fee for the wedding director).

## **FEES FOR NON-MEMBERS:**

Sanctuary	-	\$1,500
Lilly Chapel	-	\$750
Minister	-	\$500
Organist	-	\$400
with vocalists and/or instrumentalists	-	\$450
Sexton* (rehearsal & wedding 3 hours max)	-	\$150
Security Deposit	-	\$1,000
Candelabra (candles provided by First (Scots))	-	\$100
Hurricane Lamps (candles provided by florist)	-	\$50

Dates requested by **NON-MEMBERS** will be placed on the calendar but not until the Wedding Information and Sanctuary Reservation forms are completed and returned, the entire fees and deposit are submitted to the church office.

## **MUSIC:**

Proper music in integral to the wedding and helps place the wedding in the context of worship, giving meaningful expression to God's place in the ceremony. Only music, whether vocal or instrumental, written to the glory of God and consistent with the musical standards of First (Scots) will be performed.

**Ordinarily a First (Scots) Presbyterian Church organist will play for all weddings;** however, the Director of Music may grant permission for a guest organist to play. A pre-service program may consist of organ, vocal, choral, or instrumental selections, but all music will be planned in consultation with, and approved by the Director of Music. The Director must approve the choice of music at least six (6) weeks before the wedding. Also, the wedding party will advise the Director of Music of additional musicians who will participate and will make payment directly to any such individuals or groups. A more detailed policy for wedding music is provided in the wedding packet.

## **DECORATIONS:**

The Sanctuary and the Lilly Chapel are places of unusual beauty. The sacred atmosphere that has been created in these places of worship by the blending of furnishings and general design cannot be enhanced by elaborate decorations. To maintain the atmosphere already created and to safeguard the Sanctuary and Chapel, decorative treatment should be limited. Decorations should not obscure the symbols that are an integral part of our place of worship.

**All weddings in our sanctuary are "required" to provide two (2) floral arrangements, which will be used for our Sunday services. If arrangements are not provided, the money to have arrangements brought in will be deducted from the bridal party's security deposit refund.**

Arrangements for floral decorations will be made by the wedding party. All florists must abide by the following church policies for the use of flowers in the Sanctuary or Chapel:

- ◇ Flowers are to be left in the Sanctuary for all weddings scheduled for Saturday and may NOT be removed. Because the arrangements will be used for the following Sunday's worship services, the size of the arrangement cannot extend beyond the shelf upon which it will be placed. And due to allergies and sensitivities, use of overly fragrant flowers is prohibited. Arrangements may NOT be fastened to the grillwork in the choir loft and may not hide, cover, or be taller than the cross. Nothing may be attached to the candelabras.
- ◇ Neither tape nor clips may be used on pews. Flowers may be tied on the pews with ribbon. Aisle cloths may NOT be used.
- ◇ Only the church-owned candelabras and candles may be used. If the hurricane lamps are used, the candles must be furnished by the florist and **MUST BE DRIPLESS**. Pew candles may NOT be used.
- ◇ The wedding party is to notify the florist that they may decorate the church between 9:00 and 11:30 a.m. the Saturday of the wedding.

## **PHOTOGRAPHS AND VIDEOS:**

First (Scots) wants to help you in every way possible with the taking of your wedding photographs. However, certain policies and procedures must be followed:

- ◇ Only professional photographers are to be used at weddings held at First (Scots). Flash photography may NOT be made during the processional, the ceremony, or the recessional. Photographs may be made from the portico (not within the sanctuary) of the bride recessing down the aisle. Following the ceremony, photographs may be taken in the Sanctuary or Lilly Chapel. It is the responsibility of the bridal party to see that no photographs are made by wedding guests during the entire service.
- ◇ The photographer must use a camera that will NOT have a clicking of the shutter while taking timed exposures. Cameras must be completely silent and must be set up in the balcony prior to the beginning of the pre-ceremony music (approximately 30 minutes prior to ceremony). Cameras may NOT be moved at any time until after the ceremony ends. Camera operators may NOT move once the wedding party has processed.
- ◇ Video cameras must be placed at approved stationary positions in the balcony and in such a way as not to interfere with the organist's duties. Video cameras may not be moved until after the ceremony.
- ◇ The amount of overhead lighting should be decided at the wedding rehearsal.
- ◇ The minister officiating the wedding has the right to stop the wedding service at any time should a photographer become distracting or disruptive during the worship service.

A map of approved camera and video placement, as well as the "First (Scots) Wedding Photography Contract" will be provided.

**Please Note:** It is the responsibility of the bride & groom to inform the rest of their wedding party of the policies of First (Scots). A violation by any member of the wedding party (including attendants, family or guests) will result in the forfeiture of the bride & groom's deposit.

## **WE AGREE TO ABIDE BY THE ABOVE STATED POLICIES OF FIRST (SCOTS) PRESBYTERIAN CHURCH:**

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom's Signature

\_\_\_\_\_  
Date

**RETURN SIGNED FORMS TO CHURCH OFFICE ALONG WITH FEES - please retain copies for your files.**