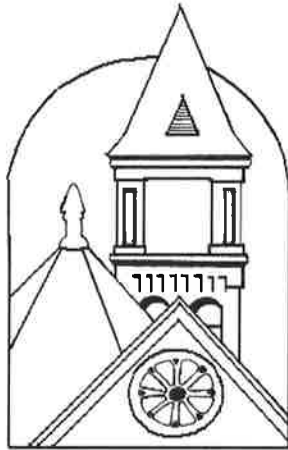


**YOUR WEDDING
AT
FIRST PRESBYTERIAN CHURCH
ROCK HILL, SOUTH CAROLINA**



FIRST PRESBYTERIAN CHURCH (U.S.A.)

234 E. MAIN STREET

ROCK HILL, SOUTH CAROLINA 29730

Phone: 803.328.2467

FAX: 803.817.9931

Administrative Assistant

E-mail: firstpresrh@gmail.com

Internet: www.fpc-rockhill.org

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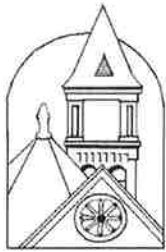
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Checklist and Deadlines

- ___ Contact the church office for a copy of the *Wedding Guidelines*.
- ___ Set a date for the wedding ceremony with the church office after consultation with the presiding minister.
- ___ Pay the deposit fee (check made payable to *First Presbyterian Church* and left with the administrative assistant. This deposit will be returned **within 10 days** after the wedding if no extensive clean-up is required, or damages, repairs, or overtime issues are incurred.

When the deposit has been paid:

- ___ Set dates for pre-marital counseling.
- ___ Engage one of the church wedding liaisons.
- ___ Contact Director of Music and/or organist to choose music for the ceremony.
- ___ Engage photographer and make sure they sign and have a copy of the *Professional Photography Policy for the Sanctuary* (page 10).
- ___ Engage florist and make sure they sign and have a copy of the *Professional Florist Policy for the Sanctuary* (page 11).
- ___ All wedding fees for services of the church staff, including, but not limited to, custodian, wedding liaison, organist, and minister are to be paid directly to the church **two weeks prior** to the wedding. The church will then distribute payment to the members of the church staff.



FIRST PRESBYTERIAN CHURCH OF ROCK HILL

Dear Bride and Groom to be,

We are delighted that you will be married in the First Presbyterian Church sanctuary. Please know that it is our desire to make the holy and joyful occasion of your wedding a treasured memory. At First 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 covenant relationship with God. When the couple expresses desire for their marriage to be solemnized by a church wedding, the church immediately becomes a party to the wedding and participates in the formulation of plans.

In the following pages of this wedding brochure, you will read about ways to ensure that your wedding day will be a treasured memory for all time. Please take careful note of what has been prepared for you, and please do not hesitate to ask us for help along the way.

Again, please read through the guidelines that follow. They are provided so that your wedding day may be celebrated with great joy and gladness.

Sincerely,

The Worship Committee

Rev. Richard W. Carr, III, Minister
(pre-marital counseling, presiding minister)
803.328.2467 / rccarr1024@gmail.com

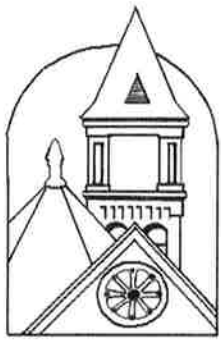
Diane Hale, Wedding Liaison
(rehearsal and wedding planning)
803.417.5600 / dianehale@comporium.net

Beverly Keely, Wedding Liaison
(rehearsal and wedding planning)
803.417.3734 / bevkeely@gmail.com

Julia Nichols, Wedding Liaison
(rehearsal and wedding planning)
803.517.7166 / nichols.julia@gmail.com

Dr. Donald M. Rogers, Director of Music
(general music planning)
803.366.8480 / rogersdm@comporium.net

Janet Miller, Organist
(service organist)
704.542.5976 / nljemiller@carolina.rr.com



**A Guide for the Wedding Service
at
First Presbyterian Church
Rock Hill, South Carolina**

The minister of First Presbyterian Church officiates at weddings of church members. It is necessary for the couple to meet with the minister at his discretion prior to the wedding.

To be married in First Presbyterian Church, the bride or groom must be an active member for one year prior to the service, or be the child or grandchild of an active member.

Listed below are some guidelines that will be very helpful in the planning of your wedding day.

WEDDING PREPARATIONS

RESERVING THE DATE

A definite date and time for the rehearsal (limited to one hour) and the wedding must be set with the church office. No rehearsals or weddings will be scheduled that interfere with regularly scheduled services or activities of the church. Complete the attached form (*Wedding Information Form*) providing all the information requested. The \$250 deposit officially reserves the date.

CONFERENCE WITH THE MINISTER

The minister of First Presbyterian Church is to officiate at all weddings in the church. Exceptions can be made with the approval of session and the minister. It is necessary for the couple to make appointment(s) for premarital counseling with the minister.

WEDDING LIAISON

First Presbyterian Church requires that one of its wedding liaisons be available to assist with each wedding. This person is familiar with the church, the facilities, and the wedding policies. Should the bride hire a professional wedding service, director, or coordinator, it must be understood that the First Presbyterian wedding liaison has complete authority 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 Presbyterian wedding liaison. The church office will provide the name of the liaison after one has been assigned. You may request a specific liaison.

SERVICES PROVIDED

THE SANCTUARY

The sanctuary at First Presbyterian Church seats approximately 400 guests in the lower level and 30-40 in the balcony. The chancel area can accommodate about 6-8 bridesmaids and groomsmen. There is a Möhler 3-manual pipe organ in the sanctuary.

THE CHAPEL

The chapel is available for smaller weddings and will seat approximately 50 guests.

ORGANIST/MUSIC

The organist of First Presbyterian Church will normally serve as the organist for weddings in the sanctuary. Our organist is available to assist you in planning this special portion of your ceremony. Music for the wedding should be selected with the understanding that the wedding is a time to worship God. In keeping with the reverence of a worship service, neither secular nor prerecorded music is permitted. The couple will meet with the organist to discuss appropriate sacred music to be included before, during, and after the wedding ceremony. Any guest soloists and/or instrumentalists requested by the couple must coordinate with the organist. If a guest organist is requested, that person must be approved by the organist or Director of Music at First Presbyterian.

AUDIO SUPPORT of the CEREMONY

The church is able to provide audio support (microphones) during the ceremony, but is not able to provide a professional quality audio or video taping of the ceremony.

WEDDING REHEARSALS

Rehearsals at First Presbyterian Church will be conducted by the minister and by the wedding liaisons. Because our church considers the wedding ceremony a worship service, the minister will direct the rehearsal and the actual ceremony.

At the rehearsal, the services of the liaison, organist, and minister shall be limited to one hour. It is the responsibility of the bride and groom to ensure that all members of the wedding party arrive promptly at the designated time for the rehearsal. Details of the wedding shall be worked out well in advance of the rehearsal with the minister. Members of the bridal party are expected to arrive at the church at the specified rehearsal time. Members of the church staff have no obligation to wait for individuals who arrive late.

All details of the ceremony should be worked out prior to the rehearsal. The church office is open for such discussions from 9 a.m. to 4 p.m. Monday through Thursday, and 9 a.m. to 1:00 p.m. on Friday for this purpose. Wedding liaisons may be contacted by phone or email.

WEDDING DAY

The church will be open and available two and one half hours before the wedding begins. The bridal party needs to arrive hair and make-up ready. Flowers may be delivered during this time.

FLOWERS / DECORATIONS

The sanctuary of First Presbyterian Church is a place 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, decorative treatment should be limited. Decorations should not obscure the symbols that are an integral part of the worship space. To that end, please keep the following in mind:

- Simplicity is the *best policy* when it comes to your wedding.
- Please limit floral arrangements to two large arrangements in the chancel area. The arrangements may be left in the church for use during Sunday service if the wedding is on Friday or Saturday.
- Metal candelabras may be used (limit 2) but only driplless candles are permitted, all of which are provided by the bride.
- The communion table may not be removed from the sanctuary. However, it may be moved to a side or back wall to make room for the ceremony.
- Bows may be used to mark reserved seating. First Presbyterian also has RESERVED clamps for the pews as well. DO NOT use thumbtacks, nails, or tape on the pews.
- Flower petals and aisle runners are not to be used in the aisles.
- Confetti, rice, bird seed, flower petals, or similar items may not be thrown inside the church or on the church grounds.
- First Presbyterian Church has established that a wedding is a service of worship. Photography is not permitted during the *service, but may be permitted if the camera is mounted on a stationary tripod in the balcony without flash and in consultation with the minister. Video taping of the service may take place in consultation with the minister.

*The service begins with the prelude music and ends after the postlude music.

- Wiring and/or photographic equipment are not permitted in the aisles.
- The church parlor and the bride's room are both attractive settings for family photographs and will be available for such.
- Dressing rooms are available for wedding attendants. Please refrain from food in the rooms. Only water is permissible. The bride's room, just off the sanctuary, is available for the bride. The church parlor and chapel are available for others in the wedding party.
- The use of alcohol, drugs, or any illegal product including the possession of a firearm or other weapon is prohibited. Any person believed to be under the influence of alcohol or drugs or otherwise in violation of this requirement is to be excluded from the event or activity and may be subject to arrest.
- Smoking or possession of alcoholic beverages is not permitted in church buildings or on the church property.
- Pets, other than service dogs, are not permitted in the church.
- We ask that the sanctuary, parlor, dressing rooms, and reception room(s) be restored to the order in which they were found.



SCHEDULE OF FEES

DEPOSIT

A deposit of \$250 is required to schedule a wedding at First Presbyterian Church. The deposit will be returned within 10 days if no damages or other charges have been assessed.

	<u>Amount</u>
<u>BUILDING USAGE FEES</u>	No Charge
<u>PERSONNEL</u>	
Presiding Minister	**
Wedding Liaison	
Wedding & Rehearsal	\$200
Organist	
Wedding Only	~\$150 – \$300
Wedding & Rehearsal	~\$200 – \$350
	~this base fee may increase with the number of extra rehearsals required for additional soloists or instrumentalists.
Sound System Operator	\$50 (if required)
Cleaning	\$100



All wedding fees for services of the church staff, including, but not limited to, custodian, wedding liaisons, organist, and minister, are to be paid directly to the church two weeks prior to the wedding. The church will then distribute payment to the members of the church staff. Use of the building beyond the approved hours will result in an extra charge of \$50 per half-hour increment.

** It is appropriate for the presiding minister to receive an honorarium for services provided.

TOTAL FEES ASSESSED: \$ _____ \$ _____

FEES RECEIVED BY _____

DATE _____



Wedding Information Sheet

First Presbyterian Church
Rock Hill, South Carolina

It is very important that the church office have all of the information requested above as soon as possible. It is also very important that the church office be notified of any changes in this information.

MEMBER

(Note: An active member of FPC is one who has been a member for at least one calendar year prior to the proposed date of the wedding. This category is also extended to children or grandchildren of the active member. No other family affiliation will be considered.)

DATE OF WEDDING _____ TIME _____

DATE OF WEDDING REHEARSAL _____ TIME _____ (beginning and ending)

LOCATION OF WEDDING: ___ Sanctuary ___ Chapel ___ Other _____

NUMBER OF WEDDING GUESTS EXPECTED _____

FULL NAME OF BRIDE _____

ADDRESS _____ CITY/STATE/ZIP _____

HOME _____ WORK _____ CELL _____

E-MAIL ADDRESS (please print) _____

FULL NAME OF GROOM _____

ADDRESS _____ CITY/STATE/ZIP _____

HOME _____ WORK _____ CELL _____

E-MAIL ADDRESS (please print) _____

MINISTER OFFICIATING CEREMONY _____

ORGANIST _____ SOLOIST(S) _____

OTHER MUSICIAN(S) _____

Parents of
the Bride _____

Parents of
the Groom _____

BRIDE'S ATTENDANTS:

GROOM'S ATTENDANTS:

Maid of Honor _____

Best Man _____

Matron of Honor _____

Groomsmen/Ushers _____

Bridesmaids _____

Flower Girl _____

Ring Bearer _____

Grandparents _____

Grandparents _____

FLORIST-COMPANY _____ PHONE _____

ADDRESS _____ CITY/STATE/ZIP _____

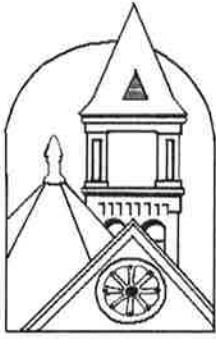
PHOTOGRAPHER-COMPANY _____ PHONE _____


ADDRESS _____ CITY/STATE/ZIP _____

I have read this wedding information brochure and agree to follow the guidelines contained therein. I also agree to be responsible for informing all wedding participants of all wedding guidelines contained in this packet.

Signed _____

Printed Name _____




**PROFESSIONAL PHOTOGRAPHY POLICY
FOR THE SANCTUARY
First Presbyterian Church
Rock Hill, South Carolina**

The following guidelines have been established for all weddings in the main sanctuary at First Presbyterian Church.

PHOTOGRAPHY

1. Photography is **ONLY** permitted during the worship service* if mounted on a stationary tripod in the balcony without flash and in consultation with the minister. Cameras may not be moved during the service*.

*The Service begins with the prelude music and ends after the postlude music.

2. The photographer is **NOT** to move into the aisle of the sanctuary at any time before, during, or immediately following the ceremony.

VIDEOGRAPHY

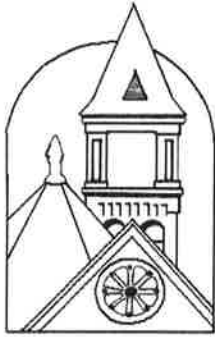
3. Video cameras may be used **ONLY** if stationed on a tripod in one of the balconies. These must be set up at least one hour prior to the ceremony. Cameras may not be moved during the prelude music and the ceremony.


This agreement must be signed by the photographer and returned to the wedding liaison or the church office no later than 10 days prior to the wedding date. The photographer is to be given a copy of this policy.

I have read the information above and agree to follow the guidelines contained therein.

Signed _____ Printed Name _____
Photographer

Signed _____ Date _____
Bride




**PROFESSIONAL FLORIST POLICY
FOR THE SANCTUARY
First Presbyterian Church
Rock Hill, South Carolina**

1. The florist must notify the wedding liaison to establish an agreeable time to decorate the sanctuary for the wedding.

Wedding Liaison: Name _____ Cell: _____

2. Decorations and flower holders may NOT be fastened to furniture or fittings. No nails, tacks, or thumb tacks are to be used.
3. All wet vessels sitting on the floor or furniture must be thoroughly guarded so that no water shall reach furniture, carpet, or tile.
4. Only dripless candles are to be used.
5. Flower petals and aisle runners may not be used.
6. The wedding liaison will approve all decorations prior to the wedding ceremony.

Any request not covered in these guidelines shall be referred to the wedding liaison. **This form is to be returned to the wedding liaison or the church office no later than 10 days prior to the wedding.** The florist is to be given a copy of these instructions.

I have read the information above and agree to follow the guidelines contained therein.

Signed _____ Printed Name _____
Florist

Signed _____ Date _____
Bride

FPC wedding guidelines: Revised 01/21/16

Approved by the Session 2/2016