



WESTMINSTER  
*Connecting People To God*  
PRESBYTERIAN

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# *Wedding Manual*



*Westminster Presbyterian Church*  
*Columbia, SC*

Notes and/or Questions:

*"I have found the one my soul loves"*

*Song of Solomon 3:4*



### Non-Members

In order to book your wedding, a deposit of **\$350.00** will be required. All other fees are due two weeks prior to the ceremony. Please make your check payable to Westminster Presbyterian Church.

Minister \$125.00	Wedding Planning & Coordination \$350.00
Sanctuary \$200.00	<i>(Upon cancellation of ceremony, a non-refundable fee of \$200.00 may be retained)</i>
Chapel \$100.00	Amazing Place/ Gathering Rm. Up to 100 guests \$240.00 Over 100 guests \$600.00
Organist \$175.00	Kitchen \$125.00
Vocalist/Instrumentalist \$100.00 +\$25.00 organist accompany fee	Set Up of Tables & Chairs (if needed) \$100.00
Sound System Coordinator \$50.00	

# Wedding Manual

The Christian Wedding

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## The Christian Wedding

The Christian wedding is a blessing and one of life’s most sacred rituals. Marriage is a holy estate, instituted by God, and is to be entered into not only with joy, but thoughtfully, reverently, and prayerfully.

The wedding service is an act of worship in which the man and woman are made aware of our God who has loved, guided and helped them to choose the person who is to be their mate. As part of the ceremony, we praise God for guidance in the past and pray for God’s continued guidance in the future as the new couple establishes their home with Christ as the head.

The wedding ceremony is also an act of corporate worship for all who come to honor the couple being married and who ask God’s blessings upon the bride and groom at this very special time. All who participate come to worship and are part of the service, not as spectators, but as part of the whole fellowship of God.

The Christian wedding ceremony includes the solemn vows exchanged by the bride and groom, the declaration that the two persons are now lawful husband and wife, and a blessing pronounced by the minister.

Considering the Christian significance of marriage and that the union takes place in the context of Holy Worship, the Session of Westminster Presbyterian Church has approved the following policies for conducting a reverent ceremony. These policies will assist you and your families in answering questions regarding the ceremony and other relevant plans.

The Church staff stands ready to assist you in making this occasion one of joy, deep meaning and covenantal sharing with God and his people.



## Conduct

All rehearsals, ceremonies and receptions will be conducted in a respectful manor.

The church observes a no smoking policy. Any exception to these wedding policies must be approved by the Worship and Music Committee of Westminster Presbyterian Church. Failure to comply with these policies may result in cancellation of use of Westminster’s facilities and or forfeit your deposit.

## Member Fees

In order to book your wedding, a deposit of \$200.00 will be required. All other fees are due two weeks prior to the ceremony. Please make your check payable to Westminster Presbyterian Church.

Minister (Honorarium suggested)	Wedding Planning & Coordination \$350.00 <i>(Upon cancellation of ceremony, a non-refundable fee of \$200.00 may be retained)</i>
Sanctuary No Fee	
Chapel No Fee	Amazing Place/ Gathering Rm. No fee
Organist \$175.00	Kitchen No Fee
Vocalist/Instrumentalist \$100.00	Set Up of Tables & Chairs (if needed) \$100.00
Sound System Coordinator \$50.00	



and may not be used.

If candelabras are to be used, dripless candles must be provided. The window shelves and glass globes may be used for weddings. No candles are to be burned in the windows without the glass globes present.

The use of nails, tape, and tacks are not permitted. Any special decorating requests should be approved by the WPC wedding coordinator at least two weeks prior to the wedding.

The Communion Table is not be moved from the chancel. The Baptismal Font may be moved for the ceremony but must remain in the sanctuary.

No decorations of any kind (with the exception of liturgical paraments denoting the seasons of the church year) may be placed on the pulpit or communion table. Two candlesticks belonging to the church may be used on the flower shelf and should be requested through the WPC wedding coordinator.

Seasonal decorations appropriate to Christmas and Easter will be in the sanctuary up to one month prior to the holiday. These decorations may not be moved or altered.

### Safety Concerns

No rice, confetti, or birdseed may be thrown within the church building or on the property as a safety precaution against slipping and falling. Bubbles and sparklers are allowed in the parking lot only, as long as the wedding party provides sand buckets for disposal of sparklers.

### Reception

The Amazing Place or Gathering Room is available for receptions. The bride and groom are responsible for making all reservations regarding the rooms, equipment to be used, services needed, etc., with the WPC wedding coordinator. No alcoholic beverages are permitted on church property. All routine and special requests should be made at the time of the ceremony reservation on the *Marriage Ceremony Information* form.

## General Policies

### Reserving the Church

Wedding ceremonies may be conducted in the Church Sanctuary or Chapel, or in any place where the arrangements may conform to such practices as are in accord with Christian custom. Reservations of any of the church's facilities are to be made through the Westminster Presbyterian Church office.

Reservations should be made at least three months prior to the wedding date. At that time you will be given a *Marriage Ceremony Information Brochure*, a *Wedding Manual*, and the *Music Agreement Form* which are to be completed and returned to the church office. No public announcement of wedding dates should be made before being cleared through the officiating minister, the church office, and musicians. Once your wedding date is confirmed, you will be contacted by a WPC wedding coordinator.

### The Officiating Minister

Ordinarily, a minister of Westminster Presbyterian Church will officiate. If a family desires to ask other clergy to participate, such a desire will be made known to the Senior Pastor. He then will extend the invitation to those clergy pending the approval of the Session. Any further questions can be addressed by a WPC wedding coordinator.

We require a minimum of three ministerial consultations with the prospective bride and groom. The *Marriage Ceremony Information brochure* provides a place to request those dates.

The Christian meaning of marriage will be discussed and adequate preparations for the wedding service will be made during these consultations. The officiating minister will be responsible for carrying out these consultations and to communicate their completion to the Session.

There is no charge for the service of the minister for members of Westminster Presbyterian Church. However, it is a common custom for the groom to present a monetary gift to the minister as a token of gratitude.

### The Marriage License

The marriage license should be received by the church office no later than two weeks prior to the wedding for processing in a timely manner.

### The Wedding Coordinator

Westminster Presbyterian Church requires our Wedding Coordinator(s) to be present at rehearsal and ceremony to ensure that all policies of the church are followed. If you have also engaged a wedding director, that director must consult with the WPC wedding coordinator to assure proper planning and organizing. The minister of Westminster has the final approval of all arrangements concerning the wedding service.

#### Wedding Coordinator Fees include the following;

- ◇ opening, closing, and preparation of the facilities
- ◇ Session(s) with the bride and groom to help plan and organize event
- ◇ Manage and coordinate the rehearsal activities
- ◇ Manage before, during event to meet unexpected needs of the wedding
- ◇ Coordinate with the florist, caterers and reception, as needed
- ◇ Clean up of sanctuary, gathering room, and bridal party area

### Wedding Photography & Videography

Flash pictures are not permitted during the ceremony, which includes the Processional. The bride and groom are responsible for notifying their guests of this policy. The WPC wedding coordinator will communicate all policies to the professional photographer the day of the wedding.

Your WPC wedding coordinator will advise you regarding use and placement of video cameras.

### Music

According to the Book of Order, music suitable for the marriage service directs attention to God and expresses the faith of the church. (W-2.1004) The congregation may join in hymns and other musical forms of praise and prayer. Secular music or taped music may not fit the nature of the ceremony and should be approved by the Senior Pastor.

WPC requires that the church organist participate in the planning of all wedding music, including vocalists or other musicians. The bride and groom should schedule a consultation with the church organist at least two months prior to the wedding date. See page 7-8 for Fees.

Organist Fees include a pre-service consultation, the wedding rehearsal, a short recital of organ music preceding the ceremony, and entrance and exiting music during the ceremony. \$25.00 is added to this fee for each additional vocal soloist or instrumentalist the organist is to accompany during the ceremony. This fee includes a rehearsal time with the vocalist or instrumentalist. Vocalist/Instrumentalist Fees include a pre-service consultation, the wedding rehearsal and up to three songs in the course of the wedding, including the short music recital before the wedding.

### Sound System

The sound system is required for all wedding ceremonies. This ensures that your guests will properly hear all aspects of the ceremony. A sound system technician will be provided by the church.

### Decorations

The wedding party will furnish all decorations and equipment including but not limited to floral arrangements, vases, candelabras, kneeling bench, unity candle, bows, and wreaths, etc. An aisle runner is considered a safety hazard