



Westminster Presbyterian Church
309 Fernwood Drive
Spartanburg, SC, 29307
Phone: 864-585-4186
 Fax: 864-582-0993
 E-Mail: wpc@wpcspartanburg.org

Westminster Presbyterian Church Wedding Policy

RESERVATION CONTRACT

Congratulations on your upcoming wedding. In order to provide order and dignity to the wedding worship service, the Session has created a Wedding Policy document to provide guidance in all aspects of planning and carrying out your wedding. It is important that participants and families read and understand the policy; however, ultimately the responsibility for communication of and adherence to the policy resides with the party reserving the church for the wedding date. Certain important points are highlighted here:

- A member of the Westminster Presbyterian Church (WPC) ministerial staff will officiate at all wedding services.
- Children attending the wedding are the sole responsibility of their parents.
- No weddings will be scheduled the Saturday before Palm Sunday, the Saturday before Easter, or first two Saturdays in December.
- The Director of Music must approve the music to be used.
- Flowers, decorations, and other appointments should be appropriate to the place of worship as directed by the Book of Order.
- A responsible photographer and/or videographer must be used. No pictures or videos are to be taken by relatives or guests in the sanctuary during the wedding ceremony. No flash photography may be used during the ceremony.
- No alcoholic beverages, opened or unopened, are to be present on church premises at any time. This includes the rehearsal, wedding day, and reception. If participants are found to be in violation of this policy, the offending individuals may be asked to leave and/or the wedding may be subject to cancellation.
- No smoking is allowed in church buildings.
- An events coordinator will be the WPC liaison between the bride or wedding director and the church.
- The minister and wedding director are paid by honorarium for members of Westminster. (If not a member of Westminster, the minister will determine the fee which includes all pre-marital counseling and rehearsal.)
- The wedding director will be under the authority of the officiating minister.
- WPC does not supply linens and table clothes.

The [Wedding Reservation Form](#), [Wedding Fee Worksheet](#) and a non-refundable deposit of \$200 should be completed within two weeks and returned to the church administrative assistant to finalize the date of the reservation.

The above points are understood and accepted.

Signature of reserving party

Today's Date

(If not bride, what relationship to bride)

Deposit Due Date

Phone number

Wedding Date



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WEDDING FEES

| Wedding: | Members | Non-Members |
|--|---------|-------------|
| Use of sanctuary (rehearsal and wedding) | \$200 | \$500 |
| Organist | \$250 | \$300 |
| Janitorial service and supplies (includes only cleanup after the wedding) | \$150 | \$150 |
| Sound technician (mandatory unless otherwise noted by minister) | \$100 | \$100 |
| Use of candelabras/candles | \$20 | \$20 |

| Reception at church: | Members | Non-Members |
|---|------------|-------------|
| Use of Parlor | No fee | \$50 |
| Use of Fellowship Hall | \$50 | \$150 |
| Use of Gym | \$50 | \$100 |
| Kitchen facilities* | \$50 | \$100 |
| Janitorial service (\$50 per room; gym \$150) | \$50-\$200 | \$50-\$200 |

One of the ministers on staff at Westminster Presbyterian Church *must* officiate at any wedding held at the church. An honorarium is given directly to the ministers who officiate and not through the Church office. Likewise, if you've chosen a wedding director from WPC, the honorarium should be handled directly and not through the Church office.

For Non-Church Members: The minister performing the wedding ceremony determines the fee which includes all pre-marital counseling and the rehearsal. This fee is paid directly to the minister and not through the Church office. An honorarium to the wedding director is not included in the minister's fee and should be handled directly and not through the Church office.

* Request for the use of the kitchen and equipment, for more than use as a staging area, must be submitted and described in writing to determine the final fee structure to be paid 30 days prior to the wedding date,

A \$200 non-refundable deposit is due within two weeks after signing the Reservation Contract. All fees must be paid 30 days prior to the wedding date.



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WEDDING FEE WORKSHEET

(Return complete form to the Church Office within two weeks along with a \$200 deposit.)

| Wedding: | Members | | Non-Members | |
|---|---------------------|-------|-------------|-------|
| Use of sanctuary (rehearsal and wedding) | \$200 | \$200 | \$500 | \$500 |
| Organist | \$250 | | \$300 | |
| Janitorial service and supplies (includes only cleanup after the wedding) | \$150 | \$150 | \$150 | \$150 |
| Sound technician (mandatory unless otherwise noted by minister) | \$100 | \$100 | \$100 | \$100 |
| Use of candelabras/candles | \$20 | | \$20 | |
| | Wedding Subtotal | | | |

| Reception at church: | Members | | Non-Members | |
|---|--------------------------------------|-----------------|-----------------|--|
| Use of parlor | No fee | \$0 | \$50 | |
| Use of fellowship hall | \$50 | | \$150 | |
| Use of gym | \$50 | | \$100 | |
| Kitchen facilities (cooking, etc.)* | \$50 | | \$100 | |
| Janitorial service (\$50 per room; gym \$150) | \$50-\$200 | | \$50-\$200 | |
| | Reception Subtotal | | | |
| | Wedding Subtotal | | | |
| | Total Wedding & Reception Fees | | | |
| | Non-refundable Deposit* | \$200.00 | \$200.00 | |
| | | | | |

Balance Due by _____

Please make checks payable to Westminster Presbyterian Church.

* Request for the use of the kitchen and equipment, for more than use as a staging area, must be submitted and described in writing to determine the final fee structure to be paid 30 days prior to the wedding date.

***Due within two weeks after signing the Reservation Contract. All fees must be paid 30 days prior to the wedding date.**



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Please complete both front and back of this form and return with the deposit of \$200 to the church office within two weeks of reserving Westminster Presbyterian Church for a wedding ceremony. The final payment is due to the church office four weeks before the wedding. At the same time, the Wedding Information Sheets are due to the Church Office.

RESERVATION FORM

| General Information | |
|----------------------------|-------|
| Wedding Date: | Time: |
| Rehearsal Date: | Time: |
| Name of Bride: | |
| Address: | |
| Home Telephone: | |
| Work Telephone: | |
| Cell Telephone: | |
| Email Address: | |
| Name of Groom: | |
| Home Telephone: | |
| Work Telephone: | |
| Cell Telephone: | |
| Email Address: | |
| Minister: | |
| -Over- | |

| | |
|---|---|
| Guest Minister: | |
| Wedding Director: | |
| Number of Guests at Wedding (Westminster seats 450-475 comfortably): | |
| Will the reception be at the church? | () Yes () No |
| Organist: | |
| (NOTE: Organists other than the Church organist must contact the Westminster Music Director to receive permission and instructions on use of our organ.) Appointments must be made with the church organist for a music consultation regarding selections to be used during the wedding ceremony. | |
| I have received a copy of the church wedding policy, and I understand and agree to abide by the guidelines as presented by the Session of Westminster Presbyterian Church. | |
| _____ | _____ |
| Signature | Date |



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GENERAL INFORMATION FORM

| Wedding Party | |
|-----------------------------|-----------------|
| Maid and/or Matron of Honor | |
| Best Man | |
| Bridesmaids | |
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| Groomsmen | Ushers |
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| | |
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| Child Attendant | Child Attendant |
| Bride's Parents | |
| Groom's Parents | |

| |
|----------------------|
| Bride's Grandparents |
| |
| Groom's Grandparents |
| |

| Other Information | |
|--|-----------------------|
| Florist Name: | Telephone: |
| Soloist: | Telephone: |
| Photographer: | Telephone: |
| Videographer: | Telephone: |
| Caterer: | Telephone |
| Kitchen Facilities (see fees) | () Yes () No |
| <p>Tables (6') are available. Tablecloths or napkins are not available. Silver, punch bowls, cups, etc. are not available.</p> | |



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Wedding Policy

THE WEDDING

A wedding is an occasion for joy. Our Church is delighted to share with you in this celebration. A Christian ceremony imposes particular responsibilities, just as it offers particular blessings. The minister or wedding director is here to assist you in ensuring that the service is carried out in a reverent, dignified manner for the intent of God's institution of marriage.

This information will serve as your guide in planning your wedding at Westminster Presbyterian Church. The minister or wedding director is available to offer assistance.

RESERVATIONS

Any bride or groom whose parents and/or grandparents are members of Westminster Presbyterian Church are eligible to be married at Westminster Presbyterian Church. Additionally, any bride or groom who has been a member of Westminster for at least eight months may then reserve the church for a wedding. The church administrative assistant will reserve one date on the master calendar for two weeks; this provides ample time for forms to be filled out and returned to the church with your deposit. The church does not schedule weddings on certain days of the year. The church administrative assistant can advise you of these dates which are approved by the Worship Commission and or Session of Westminster. All wedding dates must be secured IN PERSON, with the church administrative assistant by completing a reservation form. Please call the church for an appointment.

MINISTERS

One of the ministers at Westminster will officiate at the wedding service. If you wish to include another minister at the service, it is necessary for one of our ministers to extend the invitation. It is the responsibility of the bride and/or groom to contact the church to arrange an appointment with the minister for premarital counseling. Any questions regarding your ceremony can be answered during one of the scheduled sessions.

MUSIC

Music, as the Church uses it, is a means of expression in worship. The church wedding is not an exception. Wedding music should be consistent with Christian worship and helpful to the spirit of the wedding service which is essentially Christian. The Director of Music/Organist or the ministers must approve the music to be used. The Director of Music can help in arranging for soloists. Please contact Gary McCraw at 864-579-3631 to schedule a consult.

FLOWERS AND GREENS

The Sanctuary of Westminster is such a beautiful place with the stained glass windows that extravagant decorations are not necessary. **No flowers or greenery may be placed on the Communion Table as the Communion Table is only for the celebration of the Lord's Supper.**

"Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life." (Book of Order, Presbyterian Church U.S.A. W-4.9005)

ACCOMPANIMENTS

Westminster Presbyterian Church has several accessories you may use on your wedding day:

- Two candelabras
- Candle lighters
- Brass urn

PHOTOGRAPHER, VIDEOGRAPHER, AND SOUND TECHNICIANS

Professional and/or amateur photographers may take pictures (including flash pictures) before the wedding, during the processional and the recessional and after the ceremony, with prior approval by the minister. Pictures may be taken during the ceremony from the balcony with NO FLASH.

A video recorder may be used only if set up before the wedding so that it may be left unattended during the service, or a recording may be made from the choir loft. The same is true of an audio recorder.

CHURCH RECEPTION

If desired, scheduling for church receptions may be arranged through the church Administrative Assistant.

BRIDE'S ROOM

The church has a room available for the bride and her attendants to use for dressing and waiting prior to the ceremony. The Bride's Room should be cleared of all the wedding party's personal belongings **two hours** after the ceremony. (We suggest a family member or friend help remove all personal articles.) The church is not responsible for your personal belongings.

REHEARSAL

This is a very important aspect of your wedding. In fairness to all involved, the rehearsal must proceed on time. The members of the wedding party should remember that they are in a holy place, dedicated to the worship of God. The director will be there to meet you. The organist will be available to play the processional and the recessional music. Any last minute questions or concerns may be addressed at the rehearsal.

WEDDING DAY

On the day of the wedding, the wedding party is asked to arrive no earlier than three hours before the hour of the wedding.

The director will instruct the ushers to light the candles 30 minutes before the hour of the wedding to initiate the seating of the guests.

No alcoholic beverages, opened or unopened, are to be present on church premises at any time.

This includes the rehearsal, wedding day, and reception. If participants are found to be in violation of this policy, the offending individuals may be asked to leave and/or the wedding may be subject to cancellation.



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FOR THE PHOTOGRAPHERS AND VIDEOGRAPHERS

1. Wedding portraits made at the church must be arranged in advance with the church office.
2. On the day of the wedding, the church will be open approximately two hours before the wedding for pictures of the bride and wedding party.
3. Pictures or videos taken during the ceremony are to be taken with no flash.
4. As the bride and groom exit, you may enter as far as the last pew as permitted by the Wedding Director.
5. Pictures must be completed 30 minutes after the ceremony. (This will allow the wedding party to move to the reception.)
6. A video recorder may be used only if set up before the wedding so that it may be left unattended during the service, or a recording may be made from the choir loft. The same is true of an audio recorder.
7. You must have your equipment set up in the balcony of the Sanctuary one hour before the wedding.
8. Please take pictures involving the Ministers first.

Bride's Copy



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FOR THE FLORIST

1. You must contact the events coordinator at least one week prior to the wedding to set times and access to the church for decorating. If you need to meet at the church prior to the wedding, contact the events coordinator for an appointment.
2. The furnishings and furniture (including the Communion Table) on the dais may not be moved.
3. No flowers or greenery may be placed on the Communion Table.
4. Only chase candles may be used in the candelabra. If the church's chase candles are used, the florist must clean them after the wedding.
5. The church supplies the candle lighters.
6. Nails, tacks, tape, etc. are not to be used to secure any arrangements. No floral clay may be used.
7. The seasonal decorations of the church are not to be removed.
8. Aisle cloths are not permitted.
9. Rice, birdseed, or confetti may not be thrown in or around the church.
10. All decorations should be in place at least two hours before the hour of the wedding.
11. Immediately after the ceremony and pictures, the florist is responsible for taking down all arrangements, except those which are being left as a memorial for Sunday services. All equipment and decorations should be completely removed within one hour after the pictures.
12. The following accompaniments are available:
 - Candle lighters
 - Brass urn
 - Two candelabra

These properties may not be removed from the church.

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- 3 Pictures or videos taken during the ceremony are to be taken with no flash.
- 4 As the bride and groom exit, you may enter as far as the last pew as permitted by the Wedding Director.
- 5 Pictures must be completed 30 minutes after the ceremony. (This will allow the wedding party to move to the reception.)
- 6 A video recorder may be used only if set up before the wedding so that it may be left unattended during the service, or a recording may be made from the choir loft. The same is true of an audio recorder.
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HONORARIUM/MEMORIAL FLOWERS

If you would like to leave your wedding flower arrangement in the Sanctuary/Narthex for Sunday morning services in memory or honor of a loved one, please fill out this sheet and give it to the church secretary. This must be done at least two months before the wedding.

Flowers are to be given:

in honor of

in memory of

Name(s): _____

