



## *Wedding Guidelines*

First Presbyterian Church  
Greer, South Carolina



~ Notes ~

Our experience has proven that it is unwise to have very young children participate in weddings. No children under the age of 4 should be in the wedding party.

Because of the size of our Sanctuary, we suggest limiting the number of the wedding party to 16.

Nothing is allowed that will obstruct the center aisle.

To expedite the post-wedding pictures, it is requested that the entire wedding party follow the instructions given by the Director.

It is recommended that one usher be selected per 50 wedding guests.

If both the bride and groom live in the area, approximately 50% of the invited wedding guests can be expected to attend.

If one family is predominantly out-of-town, approximately 40% of the invited guests can be expected to attend.

Those who assist with the wedding do not expect to be invited to any of the pre-nuptial festivities, the rehearsal party or the wedding reception; however, you may invite them if you choose.

~ Introduction ~

We rejoice with you as you plan your wedding and we are glad you desire to have a Christian ceremony at First Presbyterian Church, Greer. All weddings here will conform to those guidelines listed in the Presbyterian Church (USA) Book of Order and this booklet. All weddings performed at First Presbyterian Church must be approved by the Session.

~ Scheduling Your Wedding ~

If you are a member of First Presbyterian Church wishing to schedule a wedding to be held at First Presbyterian Church Greer, contact the Church Office to check the availability of the Sanctuary, Minister and Music Staff.

First Presbyterian Church does not allow non-member weddings.

A Security/Damage Deposit of \$500 is required to confirm the wedding and put it on the church calendar reserving the date. This deposit along with the Wedding Facility Form and Wedding Reservation and Services Fee form must be returned within two weeks of receipt.

Once the deposit and forms are received in the office, a Wedding Director will contact and meet with you. Following this meeting, your request will be sent to the Session. The Wedding Director will call the bride when the wedding has been approved by the Session.

All fees must be paid to the Church Office two weeks prior to your wedding. Your Security Deposit will not be applied to your wedding fees. Your Security Deposit will be returned within two weeks following your wedding, provided there are no damages.

There will be no weddings planned during Holy Week, July 4th, Thanksgiving, Christmas Eve, Christmas Day, or New Year's Day due to staffing, or after 6 pm on days preceding a communion service.

~ Ministers ~

A minister of First Presbyterian Church, Greer will preside at all weddings held here. Guest ministers may participate in the service by invitation from the minister and Session.

The couple must meet with the minister performing the ceremony for pre-marital counseling prior to the wedding.

~ The Wedding Director ~

Once the wedding date has been reserved, a Director will contact you. Each is a trained director and is considered a representative of First Presbyterian Church, Greer. The Wedding Director serves under the direction of the Session of the church and is responsible for seeing that all policies are followed by those associated with the wedding.

The Director will be of invaluable assistance from the first appointment until the wedding is over. The Director will meet early with the bride (and others) to examine the facilities, review the areas of the church to be used, and to discuss arrangements for musicians, florists and fees.

The Wedding Director has no discretionary power to change or amend these guidelines without prior approval by the Session.

When you meet with the Wedding Director you will discuss attendants, soloists, florist, and photographer.

The Wedding Director does not plan the rehearsal dinner or wedding receptions. However, the Wedding Director will be on-site during all wedding events held at the church.

Our Sanctuary will seat 300 people, including the balcony.

No rice, confetti, sparklers, or non-biodegradable items may be used upon departure of the wedding couple. Bird seed may be used, but only outside the building.

No tobacco products, consumption of alcoholic beverages, or any type of drug use is permitted anywhere on church property. Members of the wedding party should refrain from use of alcoholic beverages before the rehearsal and the wedding.

If food and drinks are provided for the wedding party prior to the wedding, all must be removed immediately following the ceremony.

The buildings will be locked two hours following the beginning of your wedding or if you are also holding your reception at First Presbyterian Church, Greer, the building will be locked four hours following the beginning of your wedding.

**The church is not responsible for lost or stolen property. Please do not bring valuables. The church is not responsible for any property left at the church before, during, or after a wedding.**

**This information is to be brought to the attention of all members of the wedding party.**

~ Music ~

Since a Christian wedding is one of life's most sacred experiences, the music should be only that which is appropriate for a worship service (Christian or classical). The Worship Committee has final approval of music. Music must be submitted at least 30 days prior to the wedding.

A guest organist may be used provided the Director of Music approves the qualifications of the guest organist.

No recorded music may be used.

No secular music may be used.

~ Facilities ~

Rehearsal Dinners and Receptions held at First Presbyterian require a separate reservation and fees. You must contact the church office to make these arrangements. The Wedding Director does not handle receptions.

A nursery will not be provided for the rehearsal or the wedding. The nursery facilities may be available if you wish to provide your own attendant and clean up. Arrangements to use the nursery facilities must be discussed with the Wedding Director.

A dressing area for the bride and her attendants will be provided, as well as an area for the groom and his attendants. All belongings and any food must be removed immediately following the wedding.

~ The Rehearsal ~

It is mandatory to have a rehearsal for your ceremony. It is imperative that all members of the wedding party be on time for the rehearsal. The rehearsal will begin at the appointed time. **Insist that all wedding party members be on time for the rehearsal!** Most wedding rehearsals take approximately one hour.

The rehearsal consists of the following:

Opening remarks, introduction of the Wedding Director & prayer  
Placement of the wedding party  
Walk-through of the ceremony  
Processional  
Recessional  
Final instructions by the Director to the wedding party

**In addition:**

**A South Carolina marriage license MUST be given to the Minister prior to or at the rehearsal.**

**If you are serving Communion at your wedding, all supplies must be brought to the rehearsal.**

If the Rehearsal Dinner is being held in the Fellowship Hall, the Bride and the Caterer must meet with the Kitchen Coordinator.

If your rehearsal dinner is held in the Fellowship Hall, the building will be locked 4 hours after the beginning of your rehearsal.

~ Decorations ~

The following specific information should also be given to the florist or person in charge of your wedding decorations:

The Sanctuary should be decorated as simply as possible. Flowers, decorations, etc. should not be extremely elaborate.

We have two florists who have access to our facilities and can deliver your flowers without prior arrangements.

Expressions (Greer, SC) - 864-801-8625  
Barrett's Florist (Taylors, SC) - 864-268-7563

If another florist is used, arrangements will need to be made with the Wedding Director regarding delivery of flowers.

No arrangements may be placed on the organ or piano.

If you would like to leave an arrangement for the Sunday worship services, please contact the church office at least three weeks prior to your wedding date to insure there is no one scheduled to provide flowers and give information to be placed in the bulletin.

No tacks, nails, staples, pins, wire or anything that will mar woodwork are to be used on any furniture, carpet, moldings, or walls. Masking tape may be used, if necessary.

Aisle cloths are not permitted. Flowers girls must drop artificial flower petals.

Only dripless candles may be used.

We have pew candles available. Arrangements must be made with the Wedding Director if you wish to use them.

Any seasonal/holiday decorations already in place in the Sanctuary, Narthex or Fellowship Hall will not be moved for weddings.

**No furniture or equipment in the church building is to be moved except by designated church staff.**

**All materials used in connection with the decorations must be removed from the building immediately after the ceremony. No storage space is available in the church. Failure to arrange for removal may result in forfeiture of Security/Damage Deposit.** If the removal of some rented equipment will pose a problem, it must be discussed with the Wedding Director before the wedding. If temporary storage can be arranged, it must be understood by all parties involved that the church is not liable for the loss or damage of items. This applies to anything left in the building.

~ Sound & Videography~

Professional Videography is not provided by First Presbyterian Church, Greer and must be contracted through outside professional sources. If family or friends are used to video weddings, they must abide by guidelines given to professional videographers.

**Videographers are requested to be as inconspicuous as possible so as not to distract from the ceremony.**

The microphones used by the minister(s) are adequate for picking up the bride and groom, making it unnecessary for the use of additional amplification.

Professional video taping can be made from the balcony with only available light & audio.

Videographers are not allowed to walk around with a camera during the ceremony.

A still video of your wedding is available. Please see fee schedule.

~ Photography ~

Flash photographs may be made from the Narthex as the bride is entering for the wedding and as the couple leaves.

**Making photographs during the ceremony involving the use of flash, or other distracting devices, is not permitted. This applies to the wedding guests as well as to the professional photographers.** The bride and groom should inform their family and friends of this to avoid any unpleasantness. This includes phones.

Your photographer may take non-flash pictures from the balcony during the service.

Flash photographs may be taken in the Sanctuary prior to and immediately following the ceremony.