

Your Wedding



EASTMINSTER
PRESBYTERIAN

Columbia, South Carolina

Eastminster Presbyterian Church
3200 Trenholm Road
Columbia, SC 29204
Phone: (803) 256-1654; Fax: (803) 256-2524
www.eastminsterpres.org

MINISTERS

Dr. Bradley D. Smith - Sr. Pastor
Dr. Douglass D. Key - Sr. Associate Pastor
Rev. Brian J. Marsh - Associate Pastor
Rev. W. Croskeys Royall - Associate Pastor
Rev. Nicholas P. Demuyneck - Associate Pastor

WEDDING CONSULTANTS

Mrs. Sally McWilliams - Coordinator - (803) 603-2284
Mrs. Betty Gilbert
Mrs. Rose Ann Johnson
Mrs. Alison McGowan

ORGANIST

Mr. Joshua Evanovich

DIRECTOR OF MUSIC

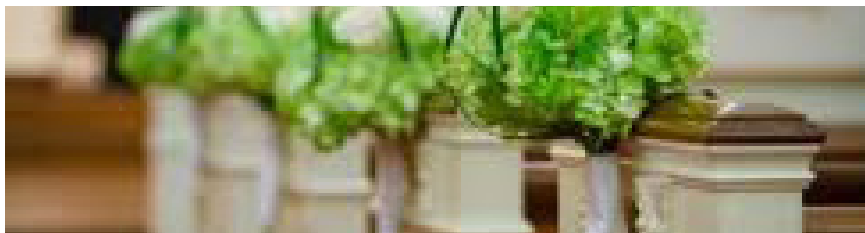
Mrs. Fredna Lee

Note: The **Administrative Assistant to the Sr. Pastor** will be your first point of contact. Please call the church office and ask to speak with her at (803) 256-1654 ext. 143.

Steps for Planning a Wedding at Eastminster

Congratulations on your upcoming marriage! Because there will be many different people involved in the planning of your wedding, it is essential for you to read carefully the information provided about Eastminster Presbyterian Church's wedding policy. Several steps must be taken before your wedding is scheduled at Eastminster:

- 1. The Bride or Groom must be an active member of Eastminster.*
- 2. The master calendar must be checked to be sure the date is available.*
- 3. The minister's calendar must be checked to insure he/she is available.*
- 4. Initial contact with the minister must be completed before the request for approval of the wedding can be presented to the staff and then to Session.*
- 5. "Use of Facilities" form at the back of this booklet must be completed and returned to the Administrative Assistant so that the request for approval of the wedding can be presented to the staff and Session.*
- 6. After all of the abovesteps are completed, the staff will process your request and submit it to the Session at the next stated Session meeting. The Session normally meets the fourth Tuesday of each month. (Occasionally the date of a Session meeting is changed, so it is important to realize there can be a lapse of time between your first contact with a staff person at the church and approval by Session.)*
- 7. Only after Session approval is it safe for you to make commitments such as ordering invitations or making contracts for other services, and contacting the Wedding Consultant and Organist.*
- 8. All weddings performed at Eastminster, must be conducted by a minister on staff.*
- 9. Weddings will not be scheduled on holiday weekends, specifically: Good Friday, Easter weekend, the weekend after Thanksgiving, or the third weekend in December when special music has been scheduled.*
- 10. Those scheduling weddings after the church has been decorated for Christmas will not be permitted to alter/add/remove existing seasonal arrangements.*
- 11. The week between Christmas Eve and the New Year's holiday are considered "downtime" when there is a reduced working schedule allowing for much needed rest and maintenance. Weddings will not be scheduled during this time period. Please note that no contract with the church exists until all forms are returned, approvals are secured and you receive a written confirmation from the church. Those participating in Eastminster's "First Step Class" are considered non-members until they join the church. Contact our Member Involvement Coordinator if you have questions, or need more information about First Step. We'll be working with you to make your wedding as special as you hope it will be! Contact the church office and ask to speak with our Sr. Pastor's assistant to to start the process of reserving a date.*



Your Wedding

“Marriage is instituted of God, regulated by His Commandments, blessed by our Lord Jesus Christ, and so to be held in honor among all people.” So states the Presbyterian Book of Common Worship. It serves as a reminder that although marriage has its civil and social implications, the wedding itself is essentially an experience of worship.

Your wedding will be one of those very special events in your life. It comes as a culmination of dreams and a commencement of hopes. It is our desire that your wedding in its preparation, its conduct, and its memories, will remain with you as a beautiful and significant occasion in your life together.

Weddings need not be elaborate to be beautiful. The special beauty of your wedding service will come from the sincerity you bring to it, the affection you share in it, and the commitment you freely express in it.

A wedding is brief. A marriage lasts a lifetime. The beauty of your wedding comes through many hands. The beauty of your marriage lies in your hands...and in God's.

We are eager to work with you in your wedding plans and to support you in your marriage experience. We pray God's blessing upon you and the home you are establishing.

The following policies are provided for your guidance. We trust they will prove helpful in planning for your wedding.

SESSION OF EASTMINSTER PRESBYTERIAN CHURCH

Church Preparations

Before announcing the date of your marriage or proceeding with any other wedding plans, please consult with the **Minister** you have chosen to see if the time will be mutually acceptable. Normally, this should be done at least six months in advance.

After you have consulted with your minister, you should immediately contact the **Senior Pastor's Administrative Assistant** for the proper forms and procedures involved in scheduling your wedding on the church calendar. At this time, the Administrative assistant will mark the calendar for your rehearsal and wedding, **pending Session approval**. (Requests for use of the sanctuary for the wedding and Thompson Hall or the Adult Reception Hall for receptions are independent of each other, both must be requested.) Make an appointment with the minister for counseling concerning plans for the wedding and preparation for marriage. An Eastminster minister will lead in all weddings at Eastminster Church. Should you desire to have a minister other than Eastminster clergy assist at your wedding, he/she must be invited to do so by a minister of Eastminster. A minister on staff at Eastminster shall approve the order of service, which will be in accordance with *The Book of Order* (see #8, page 1).

Make an appointment with one of **Eastminster's Wedding Consultants** before you make further plans. All weddings, regardless of size, must be conducted by the Wedding Consultant or a substitute approved by the **Senior Pastor**. The Wedding Consultant will show you equipment available, the several rooms for receptions, and plan with you for your rehearsal and wedding.

The **Church Organist** should be contacted promptly regarding the date and time of your wedding. He/she must be consulted regarding all music. He/she will be happy to help you select appropriate music for the service and provide guidance for any soloists you may wish to use. Members using our sanctuary for weddings must use the Eastminster organist unless he/she is otherwise unavailable or unless the Session makes an exception. In this event, the substitute organist must be approved by **Eastminster's Director of Music** as well as **The Session**.

Premarital Counseling with Your Minister

In preparation for your marriage, the minister you have chosen will provide counseling for you and your future spouse. At Eastminster our ministers will spend a minimum of six hours in three or four counseling sessions in order to acquaint those who are to be married with the many dimensions of Christian marriage. Among the issues which will be discussed in premarital counseling are:

The nature of Christian marriage; history of marriage relationships with the couple; history of family relationships in the experience of each person to be married; the privileges and responsibilities of a Christian in marriage; nature and importance of vows and commitments made in the presence of God and the church; responsibilities of parenthood and the nature of the Christian family; human sexuality and Christian marriage; conflict and reconciliation in Christian marriage; the wedding ceremony as an exercise of Christian worship.

In every wedding service, regardless of whether the marriage is a first marriage, a marriage after the death of a spouse, or a marriage following divorce, counseling in these areas is considered a prerequisite for marriage at Eastminster Presbyterian Church. Couples will take special care to allow themselves both the time and the opportunity to be in Columbia for counseling appointments which are suitable to the schedule of the minister, as well as themselves.

Premarital counseling is provided to each couple as the church's way of preparing and blessing them for the enterprise of Christian marriage. As you come to meet with your minister, at least one of the partners must be a professing Christian.

Civil Preparations

You may secure a marriage license from the Richland County Judicial Center, 1701 Main Street, 2nd Floor, Room 207, Columbia, S. C. (803) 576-1963, M-F from 8:30 a.m. - 5:00 p.m.

The cost of a marriage license is \$40.00 cash.

Those under 18 years of age must have parental consent. The minimum age to apply for a license is 16. All persons 18-25 must show proof of age with a birth certificate, military ID, passport, or driver's license. A social security card is required for each applicant.

A 24-hour waiting period in securing your license is required. There is no expiration date for the license.

The wedding service need not be held in the same county in which the marriage license is obtained.

PLEASE GIVE YOUR MARRIAGE LICENSE TO THE MINISTER WHEN YOU GET IT, OR BRING IT TO THE CHURCH NO LATER THAN YOUR REHEARSAL!



The Ceremony

The minister is responsible for the rehearsal and the wedding service. Our Wedding Consultant will assist the minister in conducting the rehearsal and wedding.

The rehearsal must begin no later than 6:30 p.m. The rehearsal is expected to begin on time and shall last no longer than one hour from the time it is scheduled to begin.

Every effort will be made to cooperate with the marriage party in planning the service so that it reflects their personal desires and is appropriate to the experience of worship in a Presbyterian Church.

Examples of elements which may be included with a view to “personalizing” the service are:

***Selections of appropriate scripture passages, such as 1 Corinthians 13; Ephesians 5:21-33; Genesis 2:18-25, etc.**

***Use of congregational hymns such as “O Perfect Love,” “Love Divine, All Loves Excelling,” “O God, Our Help in Ages Past,” “The Lord’s My Shepherd,” etc.**

***Inclusion of special poetry, readings and musical solo selections.**

***The minister will be happy to assist any couple desiring to express themselves personally through the thoughtful preparation of certain parts of the service, such as special symbols, marriage vows, prayers, etc.**

***The Sacrament of the Lord’s Supper is an act of corporate worship in church. Therefore, no private communion will be administered to the marriage couple during the service.**

***The use of a Unity Candle is not part of the marriage service: therefore, use of a Unity Candle must be approved by Session.**

Decorations

The Sanctuary, by design, is a place of beauty. It is the desire of the Session that simple decorations be used for weddings. The baptismal font may not be moved from the chancel. The following treatments (or a combination thereof) may be used:

***Floral arrangements cannot be used on the communion table. The communion table must remain in front of the modesty rail. The modesty rail has two positions. The rail will be placed in the back most position to allow for extra room in front of the communion table.**

***Our electrical and HVAC configuration will not allow floral arrangements to be placed on the sedilia at the base of the primary stained glass window.**

***Potted plants supplied by the florist may be used if desired, but care should be taken in placement to assure free movement of attendants.**

***Candelabra may be used in the chancel and in the front of the nave. Use of candelabra along the sides is not permitted due to the narrowness of the aisles.**

***Candles with hurricane chimneys may be placed in the eight side windows. Candle shields and candles are provided by the church for a flat fee.**

**Those scheduling weddings after the church has been decorated for Thanksgiving and Christmas will not be permitted to alter/add/remove existing seasonal arrangements.*

Decorations Continued

***Aisle candelabra are available for use down the center aisle. Only 6” dripless candles, which are provided by the church, may be used in the Sanctuary.**

***Specialty lighting is not provided outside the use of candelabra and candles with hurricane chimneys previously described.**

***Choir chairs cannot be moved from the chancel area.**

Please note: We do not endorse or promote any particular florist. However, Eastminster Presbyterian Church’s weekly floral arrangements are supplied by DeLoach Florists, and they are most familiar with our requirements. Regardless of the florist you choose, that florist must contact our Administrative Assistant at least two weeks prior to your wedding to assure that they fully understand our decorating policy. It is the responsibility of the Bride to see that the church building and equipment are not abused/misused, and that the regulations of the church are carried out. The Bride is responsible for any damage done to the church due to negligence.

With prior approval, the church should be decorated during the hours of 8:00 a.m. - 8:00 p.m., Monday through Friday. The church will be open two hours before the wedding ceremony for touchups, adjustments, etc. Should any other arrangements be necessary, you must contact the Administrative Assistant.



Receptions

Church facilities may be used for wedding receptions upon Session approval. Requests for such space should be made as early as possible through the church office.

The Bride's family is responsible for securing their own catering service, if used. Caterers should contact Eastminster's Director of Food Services for special instructions, and an Eastminster staff person must be present when outside caterers are using the main kitchen. Normally, catering is not provided by Eastminster Presbyterian Church. The church staff will set up and break down tables and chairs for your reception. The caterer will be expected to handle all aspects of food service, including set up and clean up.

Alcoholic beverages are not permitted in or around church facilities.

Smoking is not allowed in church buildings.

The throwing of rice, confetti, or bird seed in the church buildings and on the grounds is prohibited.

Some equipment is available through the church kitchen. To find out more, confer with the Food Services Director on arrangements for sign-out and use.



Service Fees

Your wedding will be held in the Lord's House. As a member of Eastminster Presbyterian Church, there is no charge for the use of the facilities. The following fees are for the services of those persons who will help with your wedding. Payment of fees is required at least two weeks in advance of your wedding date. Clarification of these fees should be discussed with one of Eastminster's Wedding Consultants. Payment to the pastors or any additional musicians or soloists should be made directly to those persons. Payment of the **Wedding Ceremony fee** to include consultant, organist, sexton, and any other fees such as candles should be made directly to Eastminster Presbyterian Church.

STANDARD FEES

Pastors

While our pastors are compensated by the church family, weddings often involve time spent "after hours." Standard working hours for pastors are Monday - Friday, 9:00 a.m. - 5:00 p.m. Thus, the recommended honorarium to be paid directly to the pastor helping you prepare for marriage and conducting the service is as follows:

Pre-marital conversations during your pastor's regular working hours, plus rehearsal and wedding: **\$250.00**

Pre-marital conversations outside of your pastor's regular working hours, plus rehearsal and wedding: **\$500.00**

If pre-marital conversations, rehearsal and wedding all take place during your pastor's regular work hours: **\$100.00**

Wedding Ceremony fee to include:

Wedding Consultant (Planning, Rehearsal, Wedding)

Organist (Rehearsal and Wedding)

Sexton (Rehearsal and Wedding)

Sound Technician (Rehearsal and Wedding)

Candles (see Decorations) **\$750.00**

Optional Fees

Wedding Bulletins per hundred

\$40.00

The Administrative Assistant to the Senior Pastor is available to format and print your wedding bulletin. Bulletin styles are limited, and the Administrative Assistant to the Senior Pastor must have all information for the bulletin at least two weeks prior to the wedding.

A check for all fees discussed with the Wedding Consultant, payable to “Eastminster Presbyterian Church,” should be received by the Treasurer of the church two (2) weeks prior to the wedding. This will be your payment of the Wedding Ceremony fee which includes the consultant, organist, sexton, sound technician and candles. An invoice from the church will be sent to the Bride and/or responsible party.

We want to encourage the use of our sanctuary by members for their weddings; therefore, if the fees present a difficulty for you, please speak to the Wedding Consultant or the Minister.



Notes:

EASTMINSTER PRESBYTERIAN CHURCH

**Application for Use of Church Facilities
for Rehearsals, Weddings, and/or Reception**

(Page one of two pages)



BRIDE's full name: _____

Address: _____

Phone: _____ (Cell) _____ (W)

Email address: _____

GROOM's full name: _____

Address: _____

Phone: _____ (Cell) _____ (W)

Email address: _____

WHO will be responsible for fees? _____

Address: _____ Phone: _____

DATE(S) of use: _____

ACTIVITIES to be held in facilities:

_____ Wedding rehearsal _____ Specific time of rehearsal

_____ Wedding ceremony _____ Specific time of ceremony

CHURCH FACILITIES to be used (check as applicable):

Sanctuary _____ (*organ* _____ *piano* _____)

Other (specify) _____

Name of EPC Minister conducting service? _____

Number of guests expected to attend? _____

PLEASE TAKE NOTE:

1. It is the responsibility of the Session of Eastminster to provide for the management of the property of the church, including determination of the appropriate use of the church buildings and facilities.
2. NO ALCOHOLIC BEVERAGES OF ANY KIND WILL BE SERVED ON THE PREMISES, AND THE “NO SMOKING IN CHURCH BUILDINGS” POLICY SHOULD BE OBSERVED.
3. Fees required for the use of Eastminster facilities will be in accordance with approved policies.
4. Individuals using Eastminster’s facilities will be expected to leave the facilities and furnishing in the same condition and arrangement in which they were found.
5. The Session retains the right to refuse the use of facilities or to cancel use previously approved should parties be found to be out of compliance with the provisions above.

The undersigned applicant agrees that the foregoing information is true and complete as of the date of this application. In the event of subsequent change, the details of such change(s) will be provided to Eastminster Presbyterian Church for approval.

_____ Date: _____
(Signature of the above named responsible party)

_____ Date: _____
(Signature of staff contact)

_____ Date: _____
(Date approved by Session)

EASTMINSTER PRESBYTERIAN CHURCH
3200 Trenholm Road, Columbia, S.C. 29204
Phone (803) 256-1654; FAX (803) 256-2524

Wedding Policy for Florist

The florist contracted to provide flowers/greenery for a wedding in Eastminster Presbyterian Church must contact the church's Administrative Assistant, at least two weeks prior to the wedding to assure their full understanding of our decorating policy. With prior approval, the church should be decorated during the hours of 8:00 a.m. - 8:00 p.m., Monday through Friday. The church will be open two hours before the wedding for touch-ups, adjustments, etc. Should other arrangements be necessary, you must contact the Administrative Assistant.

The Sanctuary, by design, is a place of beauty. It is the desire of the Session of Eastminster Presbyterian Church that simple decorations be used for weddings. The following treatments (or a combination thereof) may be used:

The baptismal font may not be moved from the chancel.

Potted plants supplied by the florist may be used but care should be taken in placement to assure free movement of attendants.

Candelabra may be used in the chancel and in the front of the nave. Use of candelabra along the side aisles is not permitted.

Candles with hurricane chimneys may be placed in the eight side windows. Candle shields and candles will be provided by the church.

Aisle candelabra are available for use down the center aisle only. Candelabra candles are provided by the church. *Other candles may not be used in the Sanctuary.*

A contract for professional services exists only between the florist and the Bride. Eastminster Presbyterian Church in no way assumes responsibility for payment of any florist fees.

Flower girls may not scatter real flower petals but may use artificial petals.

Those scheduling weddings after the church has been decorated for Thanksgiving and Christmas will not be permitted to alter/add/remove existing seasonal arrangements.

Wedding Policy for Photographer

The photographer should be respectful of the dignity of the ceremony and considerate of those in attendance by remaining out of view while the service is in progress.

Flash pictures and artificial lighting will not be permitted during the service, with the exception of photographing the processional and recessional from the rear center aisle only.

Time exposure pictures with no flash and video recordings will be permitted from the balcony only.

Videographers must provide their own sound equipment. During the ceremony, videographers may only film from the balcony.

Please make sure the photographer is aware of Eastminster's photography policy.



Childcare

Childcare for weddings, rehearsals, or receptions will not be provided by the church.

Fill out this form and return to the church office when requesting an officiate in addition to a minister of Eastminster Presbyterian Church.

INFORMATION WILL BE SUBMITTED TO THE SESSION FOR APPROVAL.

Bride's Name: _____

Wedding Date: _____

Name and title of the person(s) you wish to assist in your marriage ceremony:

Address, city, state, zip code of person(s) you wish to assist in your marriage ceremony:

Phone number of person(s) you wish to assist in your marriage ceremony:

Church affiliation of person(s) you wish to assist in your marriage ceremony:



To the Prospective Bride and Groom:

As Christians, we believe that marriage to each other is second in importance only to your relationship with God. It is important to remember that your wedding ceremony is a Service of Worship. This day, which marks the beginning of your marriage, should be an occasion of joy and beauty, with a sense of God's presence. We, the clergy and staff at Eastminster, will do all in our power to make your wedding day all that it can be.

This booklet contains information which should be helpful to you as you look forward to your wedding day.

As you anticipate and plan, may God bless you and enfold you in care and love.



Notes:

Notes:



E A S T M I N S T E R
P R E S B Y T E R I A N

*3200 Trenholm Road
Columbia, South Carolina
29204*

www.eastminsterpres.org

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