

# *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](http://www.eastminsterpres.org)**

**MINISTERS**

Dr. Bradley D. Smith - Sr. Pastor  
Dr. Douglass D. Key - Sr. Associate Pastor  
Rev. W. Croskeys Royall - Associate Pastor  
Rev. Emily M. Mooneyhan - Associate Pastor  
Dr. Ben Sloan - Interim Associate Pastor  
Dr. Carol Byrd - Parish Associate

**WEDDING DIRECTORS**

Mrs. Sally McWilliams  
Mrs. Betty Gilbert  
Mrs. Alison McGowan

**DIRECTOR OF MUSIC**

Mrs. Fredna Lee

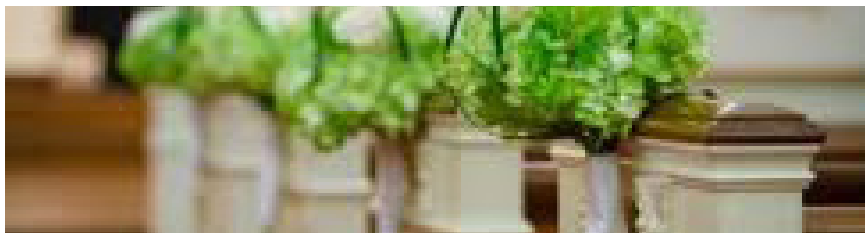
**Note:** The Executive Assistant to the Sr. Pastor, Ms. Julie McDaniel, will be your point of contact to schedule a wedding, to connect with a minister, and to be connected with a wedding director. Please call the church office and ask to speak with her at (803) 256-1654 ext. 143, or email her at [jmcdaniel@eastminsterpres.org](mailto:jmcdaniel@eastminsterpres.org).

## *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 carefully read the information 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 for availability.
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 executive assistant so that the request for approval of the wedding can be presented to the staff and session.
6. After all of the above steps 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 director and organist.
8. All weddings performed at Eastminster, must be conducted by a minister on staff.
9. Weddings will not be scheduled on most 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 decorations.
11. Weddings may be scheduled during the week between Christmas Eve and the New Year's holiday only if they do not conflict with the removal of Christmas decorations.

*\*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 the executive assistant to start the process of reserving a date.*



## *Your Wedding*

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“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 occasion 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 wedding services comes from the sincerity, the affection, and commitment the couple freely expresses in response to God’s good gift of marriage.

A wedding is brief. A marriage lasts a lifetime. Too often couples and families experience stress around the wedding. Nothing is more beautiful than a couple committing themselves to God and to one another in the covenant of marriage. We encourage you to remember and take comfort in that throughout this process.

We are eager to work with you in your wedding plans and to support you in your marriage. 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

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Before announcing the date of your marriage or proceeding with any other wedding plans, please consult with the minister you have chosen to conduct your premarital conversations and wedding service 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 executive assistant for the proper forms and procedures involved in scheduling your wedding on the church calendar. At this time, she 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.)

You will also need to contact the executive assistant to make an appointment with the minister for the required pre-marital counseling. 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).

Eastminster's Wedding Director will get in touch with you about further plans. The wedding director will walk with you through the planning process.

The wedding director will contact the church organist 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 the session makes an exception. Any exception must be approved by Eastminster's Director of Music as well as the session.

## *Premarital Counseling with Your Minister*

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Recognizing that marriage is a sacred covenant, the minister performing your wedding will have premarital conversations with 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. 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*

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Before the wedding, you must secure a South Carolina marriage license. These can be obtained 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 roughly \$40.00 - \$50.00.

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*

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

The rehearsal must begin no later than 6:00 pm. 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 couple in planning the service so that it is appropriate to the experience of worship in a Presbyterian church and reflects appropriate personal preferences.

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

- Selections of appropriate scripture passages, such as 1 Corinthians 13; Ephesians 5:21-33; Genesis 2:18-25, etc.
- Use of a congregational hymn such as “Holy, Holy, Holy,” “O Perfect Love,” “Love Divine, All Loves Excelling,” “O God, Our Help in Ages Past,” etc. is encouraged. Singing hymns allows for congregational participation while also helping the couple take a deep breath as the wedding service begins.
- A prayer kneeler is available for the couple to kneel during the prayer of blessing which follows the exchange of vows and rings.
- The use of a Unity Candle is not part of the wedding service: therefore, use of a Unity Candle must be approved by Session.
- The Sacrament of the Lord’s Supper is an act of corporate worship in church. Therefore, private communion will not be administered to the marriage couple during the service.



## *Decorations*

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

## *Decorations Continued*

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- 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 DeLoache Florists, and they are most familiar with our requirements. Regardless of the florist you choose, that florist must contact the executive assistant at least two weeks prior to your wedding to assure that they fully understand our decorating policy. It is the responsibility of the Eastminster family reserving the sanctuary to see that the church building and equipment are not abused/misused, and that the regulations of the church are observed. That family 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 am - 8:00 pm, Monday through Friday. The church will be open two hours before the wedding ceremony for touch-ups, adjustments, etc. Should any other arrangements be necessary, you must contact the executive assistant.



## *Receptions*

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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 the executive assistant 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*

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Your wedding will be held in the Lord's House. Fees are to cover the costs associated with use of the sanctuary and other spaces, as well as 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 Directors. Payment to the pastors or any additional musicians or soloists should be made directly to those persons. Payment of the wedding ceremony fee should be made directly to Eastminster Presbyterian Church.

### **FEES:**

#### **Ministers:**

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

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

Pre-marital conversations outside of your minister'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: **\$1,400.00****

Use of sanctuary and adjacent spaces

Wedding director (planning, rehearsal, wedding)

\*Organist (rehearsal and wedding)

Sexton (rehearsal and wedding)

Sound technician (rehearsal and wedding)

Miscellaneous items

*\*If additional musicians are involved in the service, an additional fee will be added in consideration of the organist's extra time.*

## *Service Fees Con't.*

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A check for all fees discussed with the wedding director, 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 fee which includes the wedding director, organist, sexton, sound technician and candles. An invoice from the church will be sent to the responsible party. In addition, please remit the minister’s honorarium for premarital counseling and conducting the service two weeks before the wedding.

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 director or the minister.

## *Optional Fees*

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**Wedding bulletins per hundred: \$40.00**

The executive assistant to the senior pastor is available to format and print your wedding bulletin. Bulletin styles are limited, and the executive assistant to the senior pastor must have all information for the bulletin at least two weeks prior to the wedding.



*Notes:*

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**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 paying church fees? \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

WHO will be responsible for paying minister's fees? \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

DATE(S) of use: \_\_\_\_\_

ACTIVITIES to be held in facilities (check as applicable):

\_\_\_\_\_ 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 BEVERAGE OF ANY KIND IS PERMITTED ON THE PREMISES, AND THE “NO SMOKING IN CHURCH BUILDINGS” POLICY WILL BE OBSERVED.
3. 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.
4. The minister conducting the service or 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 in this booklet.

**The undersigned applicant agrees:**

1. To abide by that which is articulated in this booklet, and to have the wedding party do the same, and
2. To notify the church in writing of any requests for changes regarding the information on this form.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of the above named responsible party)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of staff contact)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Date approved by session)



*When requesting an officiate in addition to a minister of Eastminster Presbyterian Church, please fill out this form and return to the church office.*

*Information will be submitted to the session for approval.*

Bride's Name: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

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

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

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

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

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

## *Wedding Policy for Florist*

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The florist contracted to provide flowers/greenery for a wedding in Eastminster Presbyterian Church must contact the senior pastor's executive assistant, at least two weeks prior to the wedding to assure the florist's full understanding of our decorating policy. With prior approval, the church should be decorated during the hours of 8:00 am - 8:00 pm, 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 executive 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 baptismal font may not be moved from the chancel.

### **The following treatments (or a combination thereof) may be used:**

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 Advent and Christmas will not be permitted to alter/add/remove existing seasonal arrangements.*

## *Wedding Policy for Photographer*

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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*

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



*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 honor God and support you as you make your vows to God and to one another.*

*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:*

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*Notes:*

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*Notes:*

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

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