



GREENVILLE ARP CHURCH
Associate Reformed Presbyterian

WEDDING POLICY

MARRIAGE & MARRIAGE SERVICE

Marriage was instituted by God when He saw that it was not good that man should be alone. Jesus Christ blessed this relationship by His presence at the wedding feast at Cana in Galilee. It was given a crown of glory by the Apostle Paul, who compares it with the holy union which exists between Christ and His Church, in which Christ is called the Bridegroom and the Church the Bride. Therefore, a man and woman may enter together into the estate of marriage, pledging their love and promising fidelity to each other, as long as they both shall live.

It is to be expected that both of the partners are professing Christians, and that they share a common Christian faith.

Before any man and woman are joined in marriage they shall fulfill all the lawful requirements of the state. The couple shall provide satisfactory evidence of being prepared to enter upon marriage with maturity and wisdom.

If, after counseling, the minister is not convinced in his conscience of the propriety of the marriage under the laws of the state and of Holy Scripture, as interpreted in the Standards of this Church, he shall not perform the ceremony.

The Christian marriage ceremony is a service of worship before God, normally conducted in the house of God. As in all other services of worship, reverence shall be expected on the part of all present. The service shall be under the sole direction of the minister.

The order for the marriage service shall include a brief statement of the meaning of Christian marriage. There shall be prayers for the couple as they enter their new estate. There shall be an exchange of vows between the man and the woman. There may be an exchange of rings, or the giving of a ring to the woman by the man. There may be a charge to them, laying before them the privileges and obligations which they are about to receive and undertake. There shall be a declaration by the minister that the man and woman standing before him are now joined in marriage according to the ordinance of God and the law of the state. The service shall conclude with a benediction. (The Book of Worship of the Associate Reformed Presbyterian Church)

It is the policy of the Session of the Greenville Associate Reformed Presbyterian Church that only members will be married in the church. All of the policies stated herein are subject to change and enforcement by the Session.

ARRANGEMENTS

To ensure that your wedding is as smooth and seamless as possible, please read the entire wedding policy and address any questions or issues with your assigned Wedding Liaison as early in the process as possible. Our pastors and church staff will also be happy to assist you.

As you begin to plan your wedding, the first step is to call the church office (864-233-6309) to tentatively reserve a date. This step simply holds your desired date on the church calendar subject to the completion of all of the remaining requirements and arrangements.

Weddings will not be scheduled on Christmas Eve, Christmas Day, Easter weekend, when New Years' Eve falls on a Friday or Saturday, and must not conflict with regular Sunday services, other programs, services, or meetings already scheduled. No weddings will be scheduled after 8:00 pm. No receptions may be held in the Fellowship Hall on Sunday when an evening service is scheduled.

After your date has been tentatively reserved, you and your spouse must complete an initial interview with one of the ministers of the Greenville ARP Church. Prior to this meeting, please complete the Wedding Information Form and return it to the church office. Pre-marital counseling will be arranged during your initial interview. If you wish to be married by a non-Greenville ARP Church minister, please notify the Senior Minister before the initial interview. Marriages may be performed at Greenville ARP Church by non-Greenville ARP Church ministers only upon the approval of the Greenville ARP Church Session.

Your wedding date will be confirmed only after approval of the request by the Greenville ARP Session, completion of the above requirements, and completion of any additional requirements set by the officiating minister.

Upon confirmation of your wedding date, you will be notified of your assigned Wedding Liaison, and a meeting will be scheduled to further discuss the church policies and procedures pertaining to weddings.

WEDDING LIAISON

The Greenville ARP Church Wedding Liaison will be responsible for assisting in the planning and directing of all rehearsals and weddings held in the church. They will also ensure that the church's wedding policies and procedures are followed. Outside wedding directors cannot be used. The Wedding Liaisons are church members who are trained in church procedures as well as social etiquette. Their service represents part of their commitment to the ministry of Greenville ARP Church.

MUSIC

Greenville ARP Church rejoices in weddings and is eager to make each wedding memorable and beautiful. In God's eyes, the beauty of the wedding does not lie in the externals, but in the sincerity and devotion of those who take part in the ceremony. Thus, simplicity rather than extravagant display underscores the Christian character of the ceremony. A Christian wedding is a joyous and holy worship service, not a theatrical production. All members of the wedding party are expected to follow appropriate decorum.

It is the policy of the Greenville ARP Church that the church organist is to be utilized for weddings. You may obtain the contact information for the organist from the church office. If the church organist is not available for your wedding, the Director of Music may be able to recommend an alternate organist. Any other organist or additional musicians to be utilized in the wedding must be approved by the Director of Music.

Only sacred or classical music may be selected for use and only those hymns and psalms appearing in the church hymnal and psalter may be utilized for congregational singing. Sacred and classical music is in keeping with the music customarily utilized in Greenville ARP Church's worship services. The church organist will meet with you to assist in your selection process. Your musical selections must be submitted for approval to the church's Director of Music six weeks prior to your wedding, after which no changes may be made. Pre-recorded music may not be used. The fee for the church organist must be paid to the church office two weeks prior to the wedding date. Fees for other organists or additional musicians should be arranged directly with those musicians.

DECORATIONS

All decorations and their placement within the Sanctuary must be approved by your Wedding Liaison and floral delivery times must be coordinated with your Wedding Liaison. The Wedding Liaison reserves the right to restrict decorations which in their sole discretion are unsuitable for the church.

No decorations will be permitted that conflict with city fire ordinances. No nails, tacks, thorny vines, trees, limbs, or glitter may be used. No decorations or candles that mar or deface the choir rail, the choir loft, or the Sanctuary walls will be allowed. No decorations are allowed on the piano or organ console. Floral arrangements that would hinder the organist's sightline may not be placed on the choir railing. Floral decorations in the Sanctuary must be in waterproof containers and may not be watered after they are placed in the Sanctuary. Items brought by a florist must be picked up by the end of the week after the wedding.

The furniture and carpet must be fully protected at all times from moisture, wax marks and scars. Only mechanical or dripless candles may be used. No aisle cloths may be used and the scattering of flowers is prohibited. All decorations shall be removed immediately after the wedding unless permission is otherwise granted; floral arrangements may be left for Sunday worship and acknowledged in the Sunday worship bulletin with two weeks' notice.

The individual who reserves the church for a wedding accepts full responsibility for any damages to the church buildings and property.

PHOTOGRAPHY AND RECORDINGS

The desire of the bride and groom for pictures and, in some cases, a video recording of this highly important event is understandable. However, the sacred nature of the ceremony requires this to be accomplished as unobtrusively as possible.

Your photographer must be approved by your Wedding Liaison, who will provide guidance to the photographer if he or she has never worked at Greenville ARP Church.

Photographs may be taken prior to the wedding ceremony. This photographic session must be completed 45 minutes prior to the start of the wedding ceremony. Once guests begin to be seated in the Sanctuary, the photographer shall not be on the floor of the Sanctuary.

During the wedding ceremony, professional photographers and videographers may take photos or videos only from the balcony, except that the Narthex may be utilized for photography and videography during the processional and recessional. No flash photography is allowed during the wedding ceremony by professional photographers or guests. (Please add this notice to your wedding program.)

With advance arrangement, a video of your wedding can be taken by the sound/video technician utilizing the church's fixed Sanctuary camera. See below for details.

Photographs may also be taken in the Sanctuary after the wedding.

SOUND/VIDEO TECHNICIAN

The church's sound/video technician will attend your rehearsal (as necessary) and wedding ceremony. The technician will set up any necessary microphones and will adjust lighting as needed. Upon two weeks' advance request, the technician will record your wedding ceremony utilizing the fixed Sanctuary camera and provide you a copy, which is included in the fee.

The fee for the sound/video technician must be paid to the church office two weeks prior to the wedding date.

RECEPTIONS

The church Fellowship Hall may be available for post-wedding receptions and rehearsal dinners for an additional fee. Smoking and all alcoholic beverages are prohibited on church property. Music played in the fellowship hall for

receptions and rehearsal parties is to be in good taste; please contact your Wedding Liaison if you have any questions about what is appropriate.

CHURCH SEXTON

The church Sexton supervises the moving and replacement of all furniture for the wedding, including the provision of a bride's book in the narthex. The piano and flags cannot be removed from the Sanctuary. The Sexton must also be utilized for supervision of clean-up of church facilities after each wedding. The fee for the church sexton must be paid to the church office two weeks prior to the wedding date.

NURSERY

Childcare to take place in the church nursery must be arranged six weeks prior to your wedding date and must utilize two or more church-approved childcare workers. Your Wedding Liaison can assist with these arrangements and the fees must be paid to the church office two weeks prior to the wedding date.

CHURCH ITEMS AVAILABLE FOR USE

- Ironing board and iron (auto shut-off)
- Steamer
- 2 candle lighters
- 2 floor candelabras (5 candles each)
- 2 antique brass urns; 2 polished brass urns; 2 silver urns
- Kneeling bench
- Standing clothes rack; cheval mirror
- Round table; tablecloth; crystal punch bowls and cups (for reception)

WEDDING INFORMATION FORM
Greenville Associate Reformed Presbyterian Church

TO THE BRIDE AND GROOM:

Please complete as many of the items as you can at this time and send this form back to the church office as soon as possible.

Your initial interview with one of the ministers cannot be scheduled until this form has been completed. Please call the church office if you have any questions or if we can help you in any way, please call the church office (864-233-6309).

Bride's Full Name _____

(Member of this Church? Yes ___ No ___)

Groom's Full Name _____

(Member of this Church? Yes ___ No ___)

Tentatively Reserved Wedding Date: _____ Time: _____

Tentatively Reserved Rehearsal Date: _____ Time: _____

Minister/s: _____

Name

Church

Name

Church

Organist: _____ Other musician(s): _____

Florist: _____

Photographer: _____ Videographer: _____

Rehearsal Dinner/Party - Date: _____ Time: _____

Place: Fellowship Hall ___ Caterer: _____

Other Location: _____

Reception - Date: _____ Time: _____

Place: Fellowship Hall ___ Caterer: _____

Other Location: _____

Counseling dates: _____

If further information is needed, the Church staff should contact:

NAME: _____

ADDRESS: _____

TELEPHONE: _____ Email: _____

Future Address of Bride & Groom: _____

I have received and read a copy of the Greenville ARP Church Wedding Policy. I agree to inform all applicable parties to abide by all policies stated therein.

Signed _____

Date _____

Greenville Associate Reformed Presbyterian Church
741 Cleveland Street
Greenville, SC 29601
864-233-6309

Wedding Music Form

This wedding music form should be completed after consultation with the church organist. It should be submitted to the church's Director of Music at least six weeks before the wedding for approval, after which no changes can be made. All music should be sacred or classical and appropriate for use in a worship service.

Bride's Name: _____ Groom's Name: _____

Date of Wedding: _____ Time: _____

Organist: _____ Soloist(s): _____

Other Musicians: _____

Please list music and composers below (attach additional pages if necessary):

Prelude (Pre-Service Music)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Seating of the Mothers

_____	_____
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Vocal Music

_____	_____
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Bridal Party

_____	_____
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Processional

_____	_____
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Recessional

_____	_____
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Other

_____	_____
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Approved by the Director of Music _____

Director of Music/Date

Wedding Schedule of Fees

All fees are to be paid two weeks before the day of the wedding. Checks should be made payable as indicated below and delivered to the church office.

Building Use Charges – payable to Greenville ARP Church	
Members – Rehearsal and Wedding only	No Charge
Members – Fellowship Hall (reception)	\$275.00
Non-Members (upon approval of the Greenville ARP Session <u>only</u>)	TBD
Minister’s Services – payable to individual minister(s)	
Primary Minister (suggested)	\$350.00
Second Minister (suggested)	\$200.00
Music Services – payable to individual musicians	
Greenville ARP Organist -- Wedding and Rehearsal	\$350.00
Greenville ARP Organist – Wedding only	\$300.00
Greenville ARP Organist Consultation Fee (only if not playing at wedding)	\$75.00
Other Organists/Additional Musicians (arranged directly with musician)	
Custodial Services – payable to church Sexton	
Rehearsal and Wedding	\$250.00
Reception in Fellowship Hall	\$150.00
Rehearsal Dinner – Fellowship Hall	\$150.00
Wedding Only	\$150.00
Sound/Video Technician – payable to individual technician	
Wedding only	\$150.00
Wedding and Rehearsal	\$250.00
Nursery – payable to individual nursery workers (minimum of two workers)	
	\$15.00/hr. per worker

**Fees for individuals not listed herein who have been approved to participate in the wedding should be directly negotiated and paid to those individuals.