



PALMETTO PRESBYTERIAN CHURCH WEDDING POLICY

Wedding Ceremony

We at Palmetto Presbyterian Church (PPC) rejoice with you as you begin your new life together. Marriage is the sacred unity of a man and a woman in the presence of God. In order to maintain a worshipful atmosphere, this wedding policy has been approved by our governing body (the session). The pastor and music director are prepared to assist you as you plan a ceremony which will glorify God and celebrate your joyful occasion.

Reservations

Reservations for the use of church facilities are made through our church office as available. No weddings may be scheduled on Sunday during scheduled worship hours, during Holy Week, the week of Christmas or Thanksgiving Day without special permission from the pastor. Members who have been active in church participation for the past 12 months may schedule up to 18 months in advance and receive the member rate; this privilege extends to the children of these members. Non-members may schedule up to 12 months in advance. Please complete a wedding request form and pay your deposit. You will be expected to establish your first pastoral counsel session at least 6 months prior to the ceremony. Once your date is confirmed, half of your balance is due; the remainder of the balance should be paid in full at least 14 days prior to your rehearsal. Any cancellation will result in forfeiture of the paid half of your balance. In event of a natural disaster or crisis, PPC may have to cancel your reservation and refund your deposit.

Sanctuary and Building

The sanctuary at PPC will seat 450 guests. Weddings should be scheduled to begin between the hours of 10am and 7pm. The church may be open for the delivery of flowers or other items if arranged in advance with the church office. The building doors may be opened no more than 4 hours before the ceremony. Our sanctuary is equipped with a sound system. Should candles be used they should be of either non-drip or battery operated variety. Unity candles may be used when a protective barrier is properly placed to prevent toppling and dripping. Absolutely no food or beverage is allowed in the sanctuary. No alcohol, smoking nor profanity is tolerated on church property. Only tape may be used and only on classroom doors. (Tacks, staples, tape, glue and other forms of adhesive may not be used on any walls). Reserved signs are available upon request. The PPC library may be used as the bridal dressing room. Classrooms are available for use of the bridal party. Church property should be vacated one hour following the service. Please remove all flowers and other items at that time.

Deposit

A refundable deposit of \$500.00, payable to Palmetto Presbyterian Church, should be submitted with non-member reservations. This fee will be returned to you within 2 weeks following your wedding pending a property/building damage inspection is cleared.

Flowers

A flower arrangement may be left in the sanctuary and the great hall for the next Sunday's service. Please allow your flower girl(s) to use only artificial flowers.

Music

The music director at PPC will help you select music that will honor God. All music selections and musicians must be approved by our music director at least 30 days prior to your wedding. No prerecorded music is allowed.

Photography

Posed pictures and video may be taken up to 30 minutes prior to the prelude then following the wedding ceremony. During the ceremony there shall be neither additional lighting nor flash photography. Cameras and video should be switched on prior to the start of the prelude. Noise should be kept to a minimum. Once the prelude begins, photographers will not be allowed in the aisles (beyond the back pew) or at the front of the sanctuary until the service ends. This will allow for photography as the wedding party enters and leaves the sanctuary. .

Cell Phones, Beepers, Pagers and Electronic Devices

Please set all electronic devices to "no sound" as you enter the sanctuary. You may turn these back on at the conclusion of the service.

Pastor

The pastor of PPC is available to conduct the wedding service. Upon bride's request, guest pastors approved by the PPC pastor may conduct the service.

Marriage License

The state of South Carolina requires a 24 hour waiting period from the time you apply to the time of issuance of your license. Thus, if you apply on Monday you will not be able to pick up your license until Wednesday. This license must be given to the pastor at the rehearsal. No wedding will be performed without a license.

Wedding Coordinator

A wedding coordinator will be assigned to assist with coordination between Palmetto and the bride and/or her wedding planner; the coordinator will be responsible for opening and closing the building for the rehearsal and wedding.

Custodial Support

The custodial staff of PPC will ensure the facilities are clean prior to the wedding. Following the wedding, the staff will perform general cleaning to prepare the church for Sunday services.

FEES

Sanctuary (make checks payable to Palmetto Presbyterian Church)

(members) No charge

(non-members) \$500.00

Pastor Honorarium (make checks payable to pastor by name who will conduct counsel, rehearsal and service)

(members) No set fee

(non-members) \$350.00

Music Director (make checks payable to music director by name)

(members) \$75.00 for rehearsal and \$200.00 for wedding

(non-members) \$100.00 for rehearsal and \$250.00 for wedding

*\$50.00/hour for additional practice due to added music, musicians, singers or rehearsal time

Musician/Singers (make checks payable to music director by name)

\$50.00 per musician/singer

Sound Technician (make checks payable to sound technician by name)

\$50.00/hour

Wedding Coordinator (make checks payable to coordinator assigned to your wedding)

\$150.00

Custodial Staff (make checks payable to Charleston Janitorial Services)

\$125.00

All payments for above services are due 14 days before the ceremony.

Wedding Request Form

Date: _____

Name of Bride _____

Bride's address _____

Phone _____ Email _____

Mother's name _____ Father's name _____

Name of Groom _____

Groom's address _____

Phone _____ Email _____

Mother's name _____ Father's name _____

Has either of you or your parents been active members at PPC for the past 12 months? Yes _____ if yes please indicate who is a member _____ No _____

What date are you requesting for your wedding? _____ Time: _____ am /pm

Rehearsal Date _____ Time: _____ am/pm

Officiant: _____

What date will you both meet with the pastor for your first session? _____

Will you be using a wedding planner? Name _____

Phone _____ Email _____

Will you be requesting reserved signs? _____ How many? _____ What pews?

Will you be leaving your flower arrangement for Sunday service? Yes _____ No _____

If yes, please indicate what you would like to have printed in the PPC Sunday bulletin?

I _____ have read and understand the PPC wedding policy.

Please submit your \$500.00 deposit. Make payment to Palmetto Presbyterian Church. Thank you for allowing us to assist you with your wedding.