



## **WEDDING POLICY**

**The Second Presbyterian Church  
345 Meeting Street  
Charleston, South Carolina 29403  
(843) 723-9237 [www.2ndpc.org/weddings](http://www.2ndpc.org/weddings)**

The following guidelines policies have been prepared to help with the preparation and execution of your wedding with the hope that it will be as perfect as you want it to be; however, it is important to stress that a wedding in Second Presbyterian Church is first and foremost an act of worship, a covenant with God.

**MINISTER** The minister of Second Presbyterian will officiate at all weddings unless other arrangements are made and approved by him. The minister must be consulted before any plans are definite to confirm time, date and availability of the facilities. If the couple would like another minister to assist in the wedding, the invitation to do so will properly be extended by the Second Presbyterian Church's officiating minister.

**COUNSELING** It is expected that the couple being married at Second Presbyterian Church will participate in a series of counseling sessions as directed by the officiating minister or a professional counselor.

**FACILITIES** It is understood that the couple getting married is responsible for the conduct of their guests and WILL BE HELD RESPONSIBLE for any damage to the grounds or facilities. Additionally, no rose petals, rice or birdseed or any other substance, the use of which may result in a tripping/slipping hazard, may be used on church property. The appropriateness of any substance used will be left to the judgment of the Wedding Coordinator. It is the responsibility of the bride and groom to make certain that everyone who is participating in and helping with the service is aware of the rules and regulations described herein and is willing to abide by them. The church building will be opened four hours prior to the scheduled wedding time. You must arrange an arrival time with the Wedding Coordinator.

**ABSOLUTELY NO ALCOHOLIC BEVERAGES PERMITTED ON THE PROPERTY OF SECOND PRESBYTERIAN CHURCH AT ANY TIME**

**SCHEDULING** To schedule a wedding at Second Presbyterian Church, you must fill out the "Wedding Policy" as soon as possible so that the requested date may be approved. Only one wedding will be scheduled per weekend. We do not schedule any weddings during the week of Christmas, New Years or the week of Easter.

**REHEARSAL** Wedding rehearsals are scheduled at 5:00 p.m. the day before your wedding. The rehearsal shall not last more than one hour and will be directed by our wedding director and minister.

**ABSOLUTELY NO ALCOHOLIC BEVERAGES BEFORE REHEARSAL**

**BULLETINS/PROGRAMS** A sample of your bulletin/program must be presented for approval by the officiating minister and/or wedding director at least two weeks prior to the wedding. Once you have received approval, no further changes may be made to the bulletin. The final bulletin should be brought to the church and stored one week prior to the wedding. All wedding bulletins are to include a request that no photographic equipment be used during the ceremony.

**DECORATIONS** All floral arrangements, bouquets and boutonnieres are to be in place at least two hours before the wedding. Flowers may be placed in front of the pulpit and on either side, but not on sills of the stained glass windows. There are to be no other decorations other than ribbon bouquets marking the pews reserved for family seating. **ABSOLUTELY NO TAPE IS TO BE USED FOR ANYTHING AT ANY TIME. Flower petals may not be strewn in the aisle since they may stain the flooring/carpet. Pulpit flowers are to be left in the sanctuary to be available for the Sunday morning worship service.** No flowers or decorations are allowed on the candelabras and only dripless inserts may be used. These inserts will be provided by the church. If the unity candle is to be used, the bride and groom must provide the candles. Furniture on the pulpit platform may NOT be moved but the communion table and the baptismal font will be. During the Christmas and Easter seasons, the sanctuary is fully decorated. These decorations shall not be moved or altered in any fashion. Please consider these special circumstances when scheduling your wedding.

**MUSIC** The organist of Second Presbyterian Church will play for all weddings or give permission for a guest organist to play. Additionally, arrangements for soloists and instrumentalists are to be made with the organist, who will help select and must finally approve **ALL** music that is to be used. A wedding is an act of worship; only classical or sacred music is appropriate and secular songs of any nature are not permitted.

**PHOTOGRAPHS** No flash photography, by a professional photographer or guests, may be used during the processional or the ceremony. It is important that the photographer understand that he/she is not to move about during the service or interfere in any way with the orderly process of the service. Photographers may not block the aisle. Following the service, 30 minutes will be allotted for posed photographs. Photographs may be taken prior to the service.

**VIDEOGRAPHY**

You have chosen a 215-year-old historic church on the Charleston peninsula. Second Presbyterian church has accommodated hundreds of weddings and anticipate your wedding will be among the most beautiful. A perfect video memory of your service is made possible by 4 high-definition cameras that are strategically placed for non-obtrusive video taping. Your ceremony can unfold from the prelude to the recessional and every sound and moment of the service will be memorialized. The ceremony will be over, and the beauty of the event will always be available to you. After our professional services editing, a thumb drive will be provided to you.

**THIS CEREMONY VIDEO OPTION TO INCLUDE LIVE STREAMING IS AVAILABLE TO YOU FOR \$1,500 PLUS VIDEOGRAPHER FEE OF \$350.**

**FEE STRUCTURE**

Sanctuary	\$3,700
Minister	500
Wedding Director	300
Music Director	325
Sexton	300
Fellowship Hall/Kitchen	500

**CANCELLATION FEE**

Because of the high demand for the use of the Sanctuary or Chapel, a full refund will only be given if the Administrator is informed in writing of the cancellation within 48 hours of paying the wedding fee. One-half refund will be given if the Administrator is informed in writing of the cancellation within 4 weeks of paying the wedding fee. After 4 weeks, no refund will be given.

**Sanctuary Fee is paid to the church or online, [www.2ndpc.org/give](http://www.2ndpc.org/give), when arrangements are made to reserve the facilities. Marriage License and remaining checks are to be in the church office no later than one week prior to the wedding. (Checks are to be made out to each individual respectively.)**

# SECOND PRESBYTERIAN CHURCH WEDDING AGREEMENT

WEDDING DATE: \_\_\_\_\_ REHEARSAL DATE: \_\_\_\_\_  
WEDDING TIME: \_\_\_\_\_ REHEARSAL TIME: 5:00 p.m.  
SANCTUARY: \_\_\_\_\_ CHAPEL: \_\_\_\_\_

\_\_\_\_\_ Officiating Minister will be Rev. Cress Darwin of Second Presbyterian Church.  
\_\_\_\_\_ Officiating Minister will be Rev. \_\_\_\_\_ of \_\_\_\_\_ Church.  
and will provide credentials and contact Rev. Cress Darwin at (843) 723-9237.

**BRIDE:**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**BRIDE'S PARENTS' NAME, ADDRESS, PARENTS' PHONE CONTACT:**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**GROOM:**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**GROOM'S PARENTS' NAME, ADDRESS, PARENTS' PHONE CONTACT:**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**By signing below, you acknowledge agreeing to the policies of Second Presbyterian Church.**

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_