

## Weddings at Frederica Presbyterian Church

A wedding is a happy event, and the Staff and the Session of Frederica Presbyterian Church are eager to have the facilities of our Church contribute to the joy of the occasion. These provisions are approved by the Session for the conduct of weddings in our church.

### **General Information ~**

The minister of this Church will normally participate in the planning of the wedding and conduct the service. However, guest ministers may be invited to assist in the service. The bridal couple should ask the minister to extend this invitation.

In setting the date of the wedding, the Church office should be contacted to determine the availability of the Church on the desired date. The wedding, once scheduled, will have priority on the date selected. At the time the wedding date is being discussed with the Church office, an appointment is to be made for counseling and planning. These appointments are mandatory and should be accomplished in a timely fashion.

Marriage is a divine institution, and time must be provided for serious planning and counseling. Our minister will meet with the bride and groom to discuss the Christian aspects of marriage, and the legal requirements as well. The details of the wedding ceremony will be determined in conference between the minister, the bride and the groom.

### **Flowers ~**

Florists and those in charge of the wedding, will take all precautions to avoid damage to Church property. Nails and tacks are not to be used and care will be exercised in planning flowers and arrangement to protect tables and furnishings. Plants are not to be placed on chairs, music stands or hymnals. In situations where a great number of plants, flowers and candelabra are placed in the choir loft, particular care should be exercised. Limiting the use of these items to a maximum of 4-6 plants or palms and 2 candelabra is strongly recommended. In addition, the organ, the piano, and the baptismal font are not to be moved. The following items may be moved, but only with the express permission of the Church Liaison: pulpit, pulpit chairs, and communion table. Any items moved must be restored to their original location following the ceremony. The Church reserves the right to assess an additional clean-up fee if the Church is not returned to its original condition. Worship services are often conducted the morning following a wedding and the Church must be left in good condition. Paradise candles (dripleless) must be used with caution and snuffed at the end of the ceremony.

The florist handling a wedding may find that flowers have been placed in the Sanctuary in preparation for the Sunday worship services. In this case, the florist handling the wedding may remove such flowers to make room for wedding floral arrangements, but the florist will return the flowers to their proper place in the Sanctuary at the conclusion of the wedding.

## **Music ~**

Selection of the music is important and requires approval in advance by the Minister in consultation with the bride and groom. Music selected must be appropriate for a true service of worship, which is the nature of the wedding event. The Music Director, Cheryl Spires, (912)638-9981, is available for consultation in the music selection.

The organ will be played by our Church organist, or by an organist approved by the Director of Music. If you are in need of a special soloist or instrumentalist, please contact the Director of Music.

## **Liaison ~**

Upon the scheduling of your wedding, a Church Wedding Liaison will be appointed to communicate with the bride and groom to facilitate preparations for the wedding. The Liaison will review with the bride and groom customary procedures of Frederica Presbyterian Church as regards weddings.

The Church Liaison is NOT expected to direct the wedding, but rather to consult with the director as to Church procedures, and will help in the following ways: participate in the rehearsal and assist the wedding party on the day of the wedding; supervise the use of the facilities; provide access to the building for florists, decorators and wedding party, make sure the heating or air conditioning is comfortable for rehearsal, preparations, and wedding, and secure the Church building after the rehearsal and wedding.

## **Photography ~**

Good photographs are a lasting and treasured part of wedding day memories, and all families are eager to have them done well. However, ill-timed photographs can prove very disruptive to the wedding service and in violation of proper respect for the church Sanctuary. For this reason the following policy in regard to photographs has been established:

1. The operation of cameras, video or still photography, may be used in the Sanctuary; however, once the marriage ceremony begins, the operation of the cameras must be stationary, completely silent and used with available light.
2. The families of the bride and groom are responsible for notifying both professional photographer and "family photographers" of these policies.

## **Reminders ~**

Alcoholic beverages are permitted in the Social Hall and Courtyard only for wedding receptions. Moderation is required, and the officiating

minister and/or the Wedding Liaison reserve the right to cancel the activity should this rule be violated.

No smoking is permitted in or immediately adjacent to the Church building.

Birdseed may be thrown on the bride and groom as they depart the church premises, but NO rice, confetti, artificial or natural rose petals may be thrown inside the buildings or on the church premises. However, rose petals or other flowers may be strewn down the aisle by the flower girl preceding the bride.

Printing of bulletins, invitations, orders of worship, etc., are NOT provided by the Church and are the responsibility of the wedding party.

### **Summary of Fees ~**

Sanctuary Fee	\$700-Payable to Frederica Presbyterian Church
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Social Hall Fee	\$800
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**Note: If both the sanctuary and the Social Hall  
are used, the combined fee is \$1250.**

Security Deposit <sup>1</sup>	\$200
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Minister's Fee	Discretion of Groom - Payable to the minister
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Organist	\$200 Payable to organist
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Wedding Liaison Person	\$150
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A Wedding Information Form is included with this packet, and the facilities will be considered reserved only after the form and the \$700 non-refundable Sanctuary-use fee and \$200 Security Deposit are received by the Church office.

All fees should be mailed to the Church at least thirty (30) days before the wedding. Any questions relating to the rules set forth herein should be resolved in conference with the minister prior to submission of the wedding information form and payment of fees.

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<sup>1</sup> A refundable Security Deposit shall be paid at the time the church is reserved for the wedding to insure that the church is left in a proper condition of cleanliness and no church property has been damaged. Within two business days following the wedding, the Security Deposit shall be refunded less any deductions for extraordinary cleaning requirements and damage to church property, if any.

**Frederica Presbyterian Church**

150 Delamotte Road  
Post Office Box 20254  
St. Simons Island, Georgia 31522  
912/634-2245

*Please return immediately with the Sanctuary-use fee to secure reservation.*

Bride's full name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Bride's address: \_\_\_\_\_

City, State: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Groom's Full name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

Phone contact number on St. Simons Island: \_\_\_\_\_

Has all music been approved by Minister or Director of Music? Yes \_\_\_ No \_\_\_

Wedding Director: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

(Bride is to see that florist and photographer receive list of Rules for Wedding)

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

Wedding reception location: \_\_\_\_\_ Phone: \_\_\_\_\_

Bride and Groom's new address: \_\_\_\_\_ Phone: \_\_\_\_\_

I have read the Frederica Presbyterian Church Facilities Policy and agree to abide by its provisions.

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

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