



Wedding Policy
Of
Unity Presbyterian Church

Approved November 23, 2020
Revised March 2022 July 2023

We are pleased that you plan to have your wedding at Unity Presbyterian Church and it is our desire to help you in every way possible.

The Presbyterian Church USA Book of Order says this about Christian Marriage:

In Baptism, each Christian is claimed in the covenant of God's faithful love. Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges. (*Book of Order* W-4.0601)

The following guidelines have been adopted by the session of Unity Presbyterian Church and are to be used in connection with all weddings performed at this church.

SCHEDULING

All weddings at Unity Presbyterian Church must be approved by the session. The couple may check tentative available dates with a minister by calling the church office at 803.547.5543.

The Wedding Request Form should be completed as soon as possible, so that your request can be taken to the next regularly scheduled meeting of session. Once your forms are completed and approved by the session, your wedding date will officially be placed on the church calendar.

Persons who are active members of Unity may reserve the facilities for their wedding after approval by session. Non-members may reserve Unity facilities up to six months in advance if approved by the session.

OFFICIANTS

All weddings at Unity Presbyterian Church will be conducted by one or more ministers of the church. Arrangements for all weddings are to be made through a minister who will help set up a date and time for the wedding and rehearsal and discuss premarital counseling. Call the church office as soon as possible to set up time to meet with a minister of the church.

If the couple desires that another clergy person participate in the wedding ceremony, they should inform the officiating minister, who will issue an invitation.

COUNSELING

Premarital counseling is required before any wedding. The officiating minister will spend scheduled time in conference with the couple prior to the wedding to examine the meaning of marriage and to assist in preparations for the wedding service.

WEDDING DIRECTOR

The Wedding Director will contact you as soon as possible after your wedding date has been placed on the church calendar to schedule an appointment. The Wedding Director is a member of Unity Presbyterian Church and will assist you in planning your special day. It is the Wedding Director's responsibility that you understand Unity's wedding policy. The Wedding Director will assist at both the rehearsal and wedding.

REHEARSALS

The rehearsal should be scheduled at the time the wedding reservation is made. Because the wedding is a service of worship, both the rehearsal and wedding shall be conducted by the officiating minister with the assistance of the Wedding Director. The staff and facilities will be available for one hour for the rehearsal.

While this is a jubilant occasion, no rehearsal or wedding ceremony will be conducted if any member of the wedding party is under the influence of drugs or alcohol. It is the responsibility of the couple to see that members of the wedding are aware of their responsibilities and are punctual for all parts of the ceremony.

MARRIAGE LICENSE

While we view the marriage as a holy institution, the State of South Carolina recognizes marriage as a civil contract. The officiating minister cannot marry you without a marriage license; therefore, you must obtain a marriage license in advance of your wedding date. Please bring it to the wedding rehearsal and give to the officiating minister.

REPRODUCTIONS OF THE SERVICE—PHOTOGRAPHY AND VIDEO

Capturing this special day is important, but we do not want to see your ceremony disrupted by professional or amateur photographers. No photographs or videos, including cell phones, are permitted during the ceremony. Please put this message on your wedding bulletin "**During the wedding service no photography will be allowed**".

Photography guidelines:

- Once the ceremony begins no photographs may be taken inside the sanctuary.
- Flash photos may be taken prior to or following the service.
- Group photos taken in the Sanctuary must be completed at least 1 hour prior to the service beginning.
- For photographic purposes any part of the ceremony can be "re-staged" after the service is concluded.

Videotaping guidelines:

- One camera and camera operator in the balcony.
- One unmanned stationary video camera is permitted in the choir loft.

- No additional lighting may be used.
- No camera movement in the Sanctuary is allowed at any time until the ceremony is over
- Live streaming of your service is available on Unity's website. Let the Wedding Director know if you would like to discuss live streaming.

FACILITIES

Smoking is prohibited in all areas of church property, inside buildings as well as outside. Alcoholic beverages and illegal drugs are not allowed on Unity Presbyterian Church grounds at any time.

Unity's Sanctuary will seat approximately 510 people.
 Historic Sanctuary will seat approximately 100 people.

Unity's Fellowship Hall is available for receptions and rehearsal dinners. It can accommodate approximately 300 people standing or approximately 200 if seated. A kitchen is available for caterers to use for setting up. The caterer or wedding party must supply all serving utensils, dishes and equipment. The caterer is responsible for all kitchen clean up. Ice is available in the ice machine.

The Hospitality Room and Conference Room are available for the wedding party to use for dressing. The church can be opened 3 hours prior to the scheduled ceremony time. Please arrange this time with the Wedding Director. These rooms should be left clean by the wedding party before leaving the church.

Weddings and receptions must be over by 10:00 PM.

DECORATIONS OF FACILITIES

The following are guidelines for the decorations of the facility:

- The pulpit, Bible, baptismal font, and communion table may not be removed from the Sanctuary.
- The church does not furnish equipment for decorating the church except for two wooden floral stands and candelabra.
- No decorations of any kind may be installed or attached to permanent fixtures or furniture with screws, nails, staples or wires.
- All candles must be dripless.
- The piano and organ shall remain free of floral arrangements and any decorations.
- All decorations should be removed immediately following the ceremony. If you wish to leave floral arrangements in the sanctuary for Sunday worship services, please contact the church office well in advance of the wedding so that duplicate flowers are not ordered.
- No rice or confetti may be used inside or outside the church building. Birdseed or bubbles may be used outside.

- The florist should contact the church office if there are any questions regarding these guidelines. The couple should ensure the timely arrival and removal of wedding decorations to accommodate the church schedule.
- During Christmas the Sanctuary is fully decorated. These decorations should not be moved or altered in any fashion. The Christmas decorations will remain in place through Epiphany (January 6th).
- Any decorations used on the wrought iron railings in front of the church should not obstruct guests from safely holding the railings while using the stairs.
- The church will be opened three hours prior to the service. Deliveries of flowers and decorations should be scheduled during this time.

MUSIC

Once the wedding date has been placed on the church calendar, the Director of Music should be contacted. It is the responsibility and privilege of the Director of Music to assist you in planning appropriate and meaningful music that will enhance the beauty of your wedding ceremony.

The music for a wedding ceremony, as for all worship services, is a way to express gratitude and thanks to God. The Director of Music will guide the planning of all musical elements of the wedding service, including selection of music and approval of guest musicians and vocalists. To help with the selection of music, the Director of Music will provide a list of suggestions for processionals, recessionals, vocal and/or instrumental solos, and hymns that are suitable for your wedding. Pre-recorded music may not be used.

The Director of Music's fee is listed in the Schedule of Fees. This fee includes a consultation, preparation time, the rehearsal, and the wedding. Weddings requiring extra consultation, the contracting of guest musicians, practice with guest musicians or vocalists at a time other than prior to the rehearsal, or other such time demands may require additional compensation.

The Director of Music must approve all music selected for the ceremony at least four weeks prior to the wedding ceremony.

BULLETINS

The church has bulletin stock available and will be happy to prepare bulletins for your wedding. The Wedding Director will have examples of the available bulletins. The fee for the bulletins is due no later than one week prior to the wedding. The bulletin information should be given to the officiating minister for review and approval **at least two weeks in advance** of the wedding. This information should include musical selections and the names of the wedding party if you wish them listed. The bride and groom must proofread the bulletin one week before the wedding to ensure all names are spelled correctly.

CUSTODIAL SUPPORT

The Wedding Director will contact the Custodian with any information about the wedding. Any instructions should be written on the Custodial Instruction Sheet and given to the Wedding Director. It is the Custodian's responsibility to make sure the facilities to be used are clean and in order prior to the wedding. Following the wedding and/or reception the Custodian is responsible only for vacuuming and sweeping the floors in both the Sanctuary and Fellowship Hall. Any other cleanup is the responsibility of the wedding party.

The Custodian is also responsible for preparing the facilities for Sunday services. Please remove all personal items immediately after your service and/or reception so that clean up and the subsequent set up may begin

OTHER IMPORTANT INFORMATION

Only registered guide dogs providing handicap assistance are permitted inside the church.

If you would like nursery and childcare, please indicate this in your initial request. All nursery and childcare workers must be officially certified through the church, and we have trusted providers who may help. We may not be able to schedule childcare for your service, but if we can, extra fees will apply.

Unity Presbyterian Church will not accept liability for any items not removed or picked up after the wedding service or reception.

The cost of repairing or replacing broken or damaged items or property of the church is the responsibility of the couple.

FEE SCHEDULE AND PAYMENT

A fee schedule for members and non-members is attached to this policy. Fees for the Sexton should be paid to Unity Presbyterian Church. All other checks should be made out to each individual person. The checks should be given to the Wedding Director 30 days prior to the ceremony.

ATTACHMENTS

Wedding Information Form
Wedding Check List
Photographer's Information Form
Videographer's Information Form
Custodial Instruction Sheet
Schedule of Fees for Wedding—Members
Schedule of Fees for Wedding—Non-Members



Wedding Information Form

Couple's Names: _____

Address: _____

Phone : Home: _____ Cell: _____

Name of Officiating Minister(s): _____

Wedding Date: _____

Wedding Time: _____

Reception: Time: _____ Location: _____

Rehearsal Date: _____

Rehearsal Time: _____

Rehearsal Dinner: Time: _____ Location: _____

Name of Florist: _____ Phone: _____

Name of Photographer: _____ Phone: _____

Name of Videographer: _____ Phone: _____

Name/Phone of Caterer (if using Fellowship Hall): _____

Approximate Number of Guests: _____

**I have read the Wedding Policy of Unity Presbyterian Church and agree to abide by the guidelines therein.*

Signature: _____ Date: _____

Signature: _____ Date: _____

**Unity Presbyterian Church
Wedding Check List**

To ensure your wedding day is as full of blessing and joy as possible, we have created this checklist to ensure necessary items in the church wedding policy are completed in a timely manner:

Six Months Prior to Wedding:

_____ Meet with the Pastor and Wedding Director - Date _____

Follow up items: _____

Three Months Prior to Wedding:

_____ Meet with the Organist - Date: _____

Follow up items: _____

_____ If using a wedding planner, the bride and wedding planner must meet with the Wedding Director - Date: _____

Follow up items: _____

Two Months Prior to Wedding:

_____ Complete Pre-Marital Counseling with the Pastor - Date(s): _____

Follow up items: _____

One Month Prior to Wedding:

_____ Bring payments for Pastor, Organist, Sexton and Sound Technician and give to Wedding Director.

_____ Program approved for printing by the Pastor and the Wedding Director.

_____ Photographer form signed and returned to Wedding Director

_____ Videographer form signed and returned to Wedding Director

_____ Florist form signed and returned to Wedding Director

Day of Rehearsal:

_____ Bring Marriage License to Minister.

Please give a copy of this information to your photographer.



Information for Photography for weddings at
Unity Presbyterian Church
303 Tom Hall Street
Fort Mill, SC 29715

NO PHOTOGRAPHS ARE ALLOWED DURING THE CEREMONY.

- 1.) Flash photographs may be taken in the sanctuary up until 1 hour before the service is to begin. Photographs may also be taken after the service.
- 2.) No photographer should be moving around the church at any time during the service.

Initials: _____ and _____

*****Please remember that a wedding ceremony is a worship service and should be observed with reverence*****



Information for Wedding Video Operators for weddings at
Unity Presbyterian Church
303 Tom Hall Street
Fort Mill, SC 29715

VIDEO REPRODUCTIONS

Videotaping is allowed with these restrictions:

- 1) One camera and camera operator are allowed in the balcony.
- 2) One unmanned stationary video camera is permitted in the choir loft. This camera should be concealed as well as possible.
- 3) No additional lighting may be used.
- 4) No movement of the camera is allowed in the Sanctuary at any time.
- 5) The camera cannot block the organist's view.

Initials: _____ and _____

*****Please remember that a wedding ceremony is a worship service and should be observed with reverence*****

Please give a copy of this information to your videographer.



Custodial Instruction Sheet for Weddings

Couple's Names: _____

Wedding Date: _____

Wedding Time: _____

Time to Open Church: _____

Reception Time: (if in Fellowship Hall) _____

Rehearsal Date: _____

Rehearsal Time: _____

Rehearsal Dinner Time: (if in Fellowship Hall) _____

Flowers to be used in the Sanctuary on Sunday? _____



Schedule of Fees for Weddings – Members

Facilities

There is no fee for the use of any of the facilities by members of Unity Presbyterian Church. The church may be used based on availability of the facilities and the minister(s).

Security Deposit \$300.00

A security deposit of \$300 is due upon the confirmation of your wedding date on the church calendar. This is 100% refundable following the service, if there are no damages noted by the Wedding Director.

Custodial Services – check to be made to Custodian

Wedding(up to 4 hours-additional hours \$75 per hour)	\$250.00
Rehearsal Dinner at the church	\$150.00
Reception at the church	\$150.00

Director of Music/Organist

Negotiated directly with organist. Minimum fee:	\$250.00
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Minister

Suggested honorarium:	\$250.00
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Wedding Director

\$250.00

Assistant Wedding Director

\$100.00

Unity Videographer

\$150.00

Bulletins

If produced by the Church office:	\$50.00 (per 100)
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Other Musicians, etc.

Fees are negotiated with and paid directly to these individuals.

The Rev. Dr. Matthew Rich
 The Rev. Molly Spangler
 Mrs. Margaret Monroe
 Ms. Dannie Vaughn

Senior Minister
 Associate Minister
 Director of Music/Organist
 Wedding Director



Schedule of Fees for Weddings – Non-Members

Security Deposit \$300.00

A security deposit of \$300 is due upon the confirmation of your wedding date on the church calendar. This is 100% refundable following the service, if there are no damages noted by the Wedding Director.

Facilities: Sanctuary \$250.00

This covers the cost of utilities and Sanctuary facilities for a rehearsal and wedding.

Facilities: Fellowship Hall \$250.00

This covers the cost of utilities and facilities for a rehearsal dinner or reception. If both the rehearsal dinner and reception are held in the Fellowship Hall, the fee is doubled.

Custodial Services – check to be made to Custodian

Wedding(up to 4 hours-additional hours \$85 per hour)	\$300.00
Rehearsal Dinner at the church	\$200.00
Reception at the church	\$200.00

Director of Music/Organist

Negotiated directly with organist. Minimum fee: \$300.00

Minister

Suggested honorarium: \$350.00

Wedding Director \$250.00

Assistant Wedding Director \$100.00

Unity Videographer \$150.00

Bulletins

If produced by the Church office: \$50.00 (per 100)

Other Musicians, etc.

Fees are negotiated with and paid directly to these individuals.

The Rev. Dr. Matthew Rich	Senior Minister
The Rev. Molly Spangler	Associate Minister
Mrs. Margaret Monroe	Director of Music/Organist
Ms. Dannie Vaughn	Wedding Director

