

Weddings at Reid Memorial Presbyterian Church

We, the members of Reid Memorial Presbyterian Church, rejoice with you as you prepare to celebrate your wedding.

Marriage is a sacred union made before God, and is not to be entered into lightly. Therefore, all weddings held on the premises shall be approved by the Session of Reid Memorial Presbyterian Church and will conform to the following guidelines.

As Presbyterians, we believe, a wedding is a service of worship where God is glorified, the good news of Jesus Christ is proclaimed, marriage vows are made, and prayers are offered for the couple, the community, and the world. Our sanctuary and chapel are available to active Reid Memorial church members and their immediate family¹ for weddings. No weddings will be scheduled on the weekends of Thanksgiving, the Kirkin' O'the Tartan, Easter, or the Masters.

What are the necessary steps to planning your wedding at RMPC?

1. Review and understand that all the policies listed here must be followed by the wedding party, guests, and vendors.
2. Complete the Wedding Request Form that will be submitted to the Session for approval.
3. Call the church office at 706-733-2275 and request an appointment with the Wedding Director who will verify the availability of your desired date.
4. Schedule an appointment and meet with the Pastor who will officiate the service.
5. After all of the above steps are completed, your request will be submitted to the Session at the next stated Session meeting. The Session normally meets the fourth Tuesday of each month. It is advisable to wait for Session approval before making commitments such as ordering invitations, making contracts for other services, and contacting the RMPC Organist/Associate Director of Music.
6. Schedule an appointment to meet with the Organist/Associate Director of Music.
7. Give your florist and photographer a copy of this policy.
8. Two weeks before the wedding, pay all fees at the church office.

¹ "immediate family member" shall be defined as spouse, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin.

Who will be involved?

Wedding Director: The Wedding Director is a representative of RMPC who serves under the direction of the Session and is responsible for seeing that all policies are followed by those associated with the wedding. The Director will be of invaluable assistance from the first appointment until the wedding is over. The Director will meet early with interested parties to examine the facilities, review the areas of the church to be used, and to discuss arrangements for musicians, florists, and fees.

Along with pre-wedding planning meetings and helping to facilitate the wedding rehearsal, your director will be available on the day of your wedding up to 3 hours before your ceremony and 1 hour following to accommodate your photography needs.

The Wedding Director has no discretionary power to change or amend these guidelines without prior approval by the Session. When you meet with the Wedding Director you will discuss attendants, soloists, florist, and the photographer. The Wedding Director will schedule the custodian and the sound technician.

Minister

A minister of RMPC will preside at all weddings held here. Guest ministers may participate in the service by invitation from the minister and Session. The couple must meet with the minister performing the ceremony to plan the service of worship and discuss the required premarital counseling.

Musician

Since our Organist/Associate Director of Music knows the instrument and is familiar with the wedding procedures, they will serve as the musician for all weddings. If they are unavailable a substitute musician will be provided.

Initiating contact with the RMPC Organist/Associate Director of Music is the responsibility of the couple. Please contact them early in the planning process to confirm the date and time on their calendar and make an appointment to plan the music for the wedding.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. Hymns or other musical forms of praise and prayer may be offered by the congregation, choir, or soloists. Musical accompaniment need not be limited to the organ. The church also has a piano. You may wish to have a trumpet, violin, or instrumental ensemble, or the services of a vocalist. Please discuss these options with the RMPC Organist/Associate Director of Music. All music and guest musicians must meet with the Director of Music and the Organist/Associate Director of Music's approval. No recorded music may be used in the sanctuary.

Custodian

The Custodian opens the church for the rehearsal and wedding, stays on site while the wedding party is in the facility and cleans the wedding spaces following the wedding. An RMPC custodian is required for all weddings.

Sound and Video Technicians

The Wedding Director will work with the church office to arrange a sound technician at your wedding. If you would like, a video technician can record and live stream the service for those unable to attend in-person. In order to secure a video technician, please note your request on the wedding form and advise the Wedding Director in advance.

Facility Information**Seating Capacity**

The Sanctuary will seat a maximum of 400 people.

The Chapel will seat a maximum of 40.

Alcohol and Smoking

No alcoholic beverages, tobacco products, or weapons are allowed on church property. We appreciate your assurance that no one in the wedding party will attend either the wedding or the rehearsal under the influence.

Dressing Rooms

Rooms are available for the convenience of all members of the wedding party. All personal items should be removed from these rooms immediately after the service. The church cannot guarantee security of these rooms and cautions all persons that it cannot be responsible for valuables left in these rooms.

Decorations

It is the responsibility of the couple to inform those involved with decorating, including the florist, of the policies of this church.

- Decorations should enhance the spirit of Worship and Celebration. Special care should be taken to see that the decorations do not hide or obscure the Christian symbols of this place of worship. The chancel furnishings, e.g., baptismal font, communion table, etc. shall not be hidden from view.
- Nothing is to be removed or relocated from the Sanctuary or Narthex without approval from the Wedding Director.
- No nails, tacks, wire, staples, or adhesive tape may be placed on the pews, chancel furniture, or decorations.
- Candles, with hurricane shades, may be used in the windows.
- No objects, including flowers, vases or objects of any kind, are to be placed on the organ console.

- Seasonal Decorations: Although the dates vary from year to year, seasonal dates include the beginning of Advent through Epiphany. Once the church Christmas decorations are in place, they will not be moved until after Epiphany. The Wedding Director can approve additional decorations for weddings during this season.
- Florists' should plan their time for set up and preparations in the sanctuary or chapel to occur on the wedding day only. If additional time is needed, approval from the Wedding Director is required.
- Flower delivery should be coordinated through the church office and the Wedding Director.
- If you wish to leave the flowers for use by the church on the following Sunday, please share this information with the Wedding Director no later than one month prior to the wedding date.
- No decorations may be attached to walls or furniture by tacks, nails, wire, staples, or tape.
- All decorations shall be removed immediately following the wedding service unless otherwise agreed upon.

Photography

It is the responsibility of the couple to inform the photographer and guests of the policies of this church.

- No photographs may be taken by guests during the ceremony. We recommend including the following in your printed order of worship: "Please refrain from taking photographs or videos during the wedding service."
- As previously mentioned, a church video technician can record and live stream the service for those unable to attend in-person. If the couple chooses to employ an independent videographer, their camera must be stationary and located in the balcony. The photographer may not move around the building or stand in the aisle.
- All photographs must be completed 45 minutes prior to the wedding ceremony to allow time for music and the seating of guests which begins 30 minutes prior to the ceremony.
- Photographs must be completed within 45 minutes of the completion of the wedding.
- With the exception of the wedding party entering and exiting the sanctuary, there shall be no flash photography during the ceremony.

Rehearsal

A mandatory rehearsal shall be conducted under the supervision of our Wedding Director.

- The rehearsal will be a maximum of one hour and must start and stop on time.
- Only those who have an active role in the service are required to attend, although others are certainly welcome.
- The RMPC Organist/Associate Director of Music does not attend rehearsals.
- Prior to the rehearsal, decisions must be made with the Wedding Director concerning the placement of the attendants, how the wedding party will enter the sanctuary, how many relatives are to be seated formally by the ushers, where step-parents should be seated, etc.

Programs

The Minister is available to help you shape the order of worship for your ceremony. If you wish to have a printed order of worship, the couple is responsible for preparation and printing of the programs. The programs must be proofread and approved by the Minister, the RMPC Musician and the Wedding Director.

Fees

It is the policy of Reid Memorial Presbyterian Church (RMPC) not to charge members for the use of the Sanctuary or Chapel for weddings and rehearsals. Members are responsible for the fees listed below. They should be brought to the church office two weeks prior to the wedding and paid in the form of a check made payable to the individual staff member or cash.

- Custodian- \$300 for up to 4 hours, then \$75 per hour for each additional hour.
- Presiding RMPC minister - \$350
- Organist/Associate Director of Music - \$300
- Sound Technician- \$75
- Video Technician (if requested)- \$75

Policies and Fees for reception areas are covered in the Facility Use Policy which can be supplied by the Wedding Director.