



**GREENVILLE ARP CHURCH**  
*Associate Reformed Presbyterian*

# WEDDING POLICY

It is the policy of the Greenville ARP Church that only members will be married in the church.

## Reserving Your Date

- To ensure that your wedding runs as smoothly and seamlessly as possible, please read the wedding guidelines carefully and address any questions or issues with the Wedding Liaison as soon as possible.
- **Please call the church office (864-233-6309) for the contact information of the Wedding Liaison to check date availability.** If your date is available, it will be placed on hold on the church calendar. You will be notified when the date is placed on hold.
- After you have been notified that your date has been placed on hold, you will need to call the church to set up an interview with one of the ministers. Your wedding date will not be confirmed until this interview has taken place. Prior to this meeting please complete the **Marriage Preparation Information** form and return to the officiating minister. Premarital counseling will be arranged at this interview. If you wish to be married by a non-Greenville ARP Church minister please notify the Senior Minister before the initial interview.
- After completion of the above requirements and any additional requirements set by the officiating minister, your wedding date will be confirmed.
- Upon confirmation of your wedding date, you will be notified by the Wedding Liaison. At this time a meeting will be set up to discuss the church policies and procedures as pertains to weddings. This meeting will take about an hour and can be scheduled at a mutually convenient time.



## Fees

- Members are responsible for paying a **\$225.00 fee** to cover the cost of janitorial services, removal and set up of furniture in sanctuary and dressing rooms, and sound services. This fee is to be paid no later **than 30 days after your wedding date is confirmed** on the church calendar. Failure to pay this fee in a timely manner **may** result in the cancellation of your reservation on the church calendar. (These fees are refundable should you cancel your wedding.)
- Use of the Fellowship Hall and kitchen for wedding receptions is available for **\$275**. It is the expected responsibility of the party using the facility to return it to its proper order at the end of the event.
- There is no fee for the services of the Wedding Liaison or the member of the church Wedding Committee assigned to direct your wedding.
- It is typical for the groom/groom's family to give a modest honorarium to the minister for his services. Should you have any questions concerning an amount, please ask the member of the church Wedding Committee assigned to direct your wedding.

## Music

- It is the policy of Greenville ARP Church to utilize our organist for weddings. Please call the **church office (864-233-6309)** for the contact information of the organist. Should she not be available, an outside organist must be approved by her.
- As your wedding ceremony is a worship service, only sacred or classical music may be selected for use. The church organist will be able to guide you in your selection process.
- Your musical selections must be submitted for approval to the Wedding Liaison **6 weeks** prior to your wedding. After wedding selections are approved no changes may be made.
- Pre-recorded music is prohibited.
- It is the responsibility of the couple to pay any musicians directly.

## Decorations

- All decorations must be coordinated with the approval of the wedding committee member assigned to direct your wedding.
- Floral delivery times are to be set up with the wedding committee member assigned to direct your wedding.
- No decorations will be permitted that conflict with city fire ordinances.
- No nails, tacks, wire, thorny vines, trees, or limbs may be used.
- No decorations that mar or deface the choir rail, the choir loft, the organ console, or the sanctuary walls will be allowed.
- Floral decorations in the sanctuary must be in waterproof containers and must not be watered after they are placed in the sanctuary.



- Only mechanical or dripless candles may be used. The church will provide candles when the church candelabras are used.
- Flower arrangements may be left for Sunday worship. Please contact the church office 2 weeks before your wedding to make arrangements for acknowledgement in the worship bulletin.
- Any seasonal or ministry decorations may not be removed or altered in any way.
- No aisle cloths may be used.
- The scattering of flower petals is prohibited.
- Any items brought in by the florist must be picked up from the church during the week after the wedding. Any items left longer than one week will become the property of Greenville ARP Church.
- The wedding committee reserves the right to restrict decorations, etc. at their discretion in the best interest of the church.

## Photography

- Photographs may be taken prior to the wedding ceremony. These photographs must be completed 45 minutes prior to the start of the wedding ceremony.
- Once guests begin to be seated in the sanctuary, the photographer shall not be on the floor of the sanctuary.
- Professional photographers may take photos from the balcony only during the wedding ceremony (or from the Narthex during processional and recessional.).
- No flash photography is allowed during the wedding ceremony by professional photographers or guests. (We ask that this notice be added to your wedding program).
- Video recorders are restricted to the balcony during the wedding ceremony.
- Photographs may be taken after the wedding ceremony.
- The Wedding Liaison or the member of the wedding committee assigned to direct your wedding will need to speak with your photographer prior to the wedding if your photographer has never worked at Greenville ARP Church.
- The photographer should be approved by the member of the wedding committee assigned to direct your wedding.

## Nursery

Childcare may be arranged by using two or more church-approved childcare workers. (There will be no exceptions due to insurance requirements.) Please contact the Wedding Liaison 6 weeks prior to your wedding to arrange a nursery. Fees vary by the number of children who will be in the nursery. The minimum fee is **\$60.00**.



## Sound Technician

The sound technician will attend your rehearsal and wedding ceremony. He will record both the rehearsal and ceremony. (It is recommended that you have an additional camera, either professional or amateur, recording the wedding ceremony, in case of equipment failure.) The sound technician will set up microphones and recording equipment and will adjust lighting. He will also be available to assist other photographers in setting up their equipment.

## Church Items Available for Use

- Ironing board and iron (auto shut-off)
- Steamer
- 2 candle lighters
- 2 floor candelabras (5 candles each)
- Mechanical candles and wax inserts 2 white urns
- 2 antique brass urns 2 polished brass urns 2 silver urns
- 1 kneeling bench
- 1 standing clothes rack 1 cheval mirror

## Items Available for Receptions

- 1 lace-trimmed tablecloth for large serving tables 1 round table
- 1 round table cover
- 1 lace-trimmed cloth to go over round table Crystal punch bowls
- Punch ladles Punch cups