

APPENDIX E

Wedding Policy (revised May 2022)

73-85

Wedding Policy

*Approved by the Session on August 21, 2006
Last revision by the Worship Committee on May 2022*

Spring Hill Presbyterian Church

10 Westminster Way

Mobile, AL 36608

www.shpc.us

Phone (251) 342-1550

Fax (251) 342-1559

COVID Wedding Addendum

Approved August 3, 2021

For weddings occurring at any location at SHPC during the COVID-19 pandemic, all wedding policies will remain consistent with sanctuary guidelines as outlined by the SHPC Coronavirus Commission at that time. This will apply to music, dress, facilities, and seating capacity.

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- **Photographer / Videographer Agreement Form**
- **Policies for Wedding Photography at Spring Hill Presbyterian Church**

Dear Bride and Groom:

The Ministers and Session of Spring Hill Presbyterian Church believe that your wedding should be among the happiest and most satisfying moments in your life. We are glad that you are to be married in this church and thankful to be able to share in such a joyful occasion.

Because the wedding ceremony is a sacred time—a service of worship--- our church’s policies have been carefully considered and formulated and approved by the Session of the Church. We hope that in all of your planning for the wedding rehearsal and ceremony, you will also be guided by this belief, and that you will therefore pay close attention and adhere to this document that sets forth the policies, guidelines, and procedures for weddings at Spring Hill Presbyterian Church. In keeping with the sacred nature of the service, please remember that no alcohol is allowed anywhere on our church’s campus.

It is the hope of the Session that you will discover the deep spiritual meaning in your wedding as you enter into pre-marital counseling and are married in a building dedicated to the worship of God.

The Session and Ministers
Spring Hill Presbyterian Church
Mobile, Alabama

REVISED: May 2022

Please sign below to indicate agreement to terms and return to the Church Office.

Bride

Groom

Date _____

Weddings at Spring Hill Presbyterian Church

1. RESERVING THE DATE

The privilege of having weddings at SHPC is reserved for members of SHPC and children of our members. Requests to use church facilities for weddings must be made by completing and returning the appropriate application form to the church office. No dates will be placed on the church calendar until the application has been received by the church office and the date has been approved by a pastor and the wedding coordinator. The church session (governing body) must give final approval for all weddings conducted at the church.

There are certain times during which the church cannot accommodate weddings; **these times include weekends and eves of major holidays, including the holiday itself (such as Thanksgiving, July 4, etc.), Holy Week, and the period between Thanksgiving and the New Year's holiday.** Only one wedding per day will be scheduled.

2. OTHER CLERGY

It is the expectation of the church that one of the pastors of Spring Hill Presbyterian Church will officiate at every wedding conducted at the church. If requested by the couple and if the pastors believe it would be appropriate, then other clergy who are close friends or family members of the couple may be invited by the pastor to assist in the service. In such a case, the couple should discuss this request with the pastor of SHPC who will be officiating the service **before** contacting another clergy member. It will be at the discretion of the SHPC pastor to determine (in conversation with the couple) which portions of the service will be conducted by whom. Any clergy assisting in a wedding must be approved by the Session (*Book of Order*: W-4.9003).

3. COUNSELING

The pastor will expect to typically have three conferences with the couple before the wedding. Please initiate contact as early as possible to schedule these conferences. The couple may incur a small fee related to an online premarital assessment tool used by the pastor. (Prepare/Enrich-Building Strong Marriages; www.prepare-enrich.com)

4. MUSIC

Because the marriage ceremony is a service of worship, the music that is selected for the wedding should embody the same high standards applied to the music generally chosen for worship in our church. Wedding music should focus upon God and emphasize the faith of the Christian community rather than romantic love or sentimentality. Singers and musicians who present the music for the wedding should be competent in performance so that the ceremony will have appropriate dignity. The Director of Music Ministries will serve as the music consultant, and no other music consultant should be engaged. The Director of Music Ministries has final authority on the propriety of all musicians, instruments used, and music performed. All music,

including accompaniment of vocal music, must be performed live; the use of pre-recorded music for the service is not allowed.

The playing of the organ is limited to the church organist or a substitute secured and/or approved by him. The organist will be notified by the church office regarding the wedding and rehearsal dates. In order to facilitate the procurement of musicians, selection and rehearsal of music, etc. the couple should contact the organist as early as possible to discuss the wedding music. *(PLEASE SEE THE FEE SCHEDULE BELOW).*

5. WEDDING DIRECTOR

Any wedding at the church must use Spring Hill Presbyterian Church's staff Wedding Director. Because of her expertise, experience, and knowledge of wedding ceremonies, church policies and facilities, the Wedding Director facilitates the planning and execution of the wedding. Within one week after the initial conference with the minister, the couple or one of the family members should contact the Church Wedding Director to begin planning and to clarify any questions about church policies concerning weddings. As soon as possible, the bride should provide a floor outline for the wedding party indicating, by name, where each person is to stand during the service. This will help immeasurably with the smooth flow of the rehearsal. The bride will provide a list of family members (parents and grandparents) to be seated just before the service in the order that they are to be seated and paired with the name of the usher who will escort them.

6. DRESS

Because the wedding ceremony is a worship service held in the house of God, dress for the wedding party must be appropriately modest. Therefore, revealing dress must be avoided.

Theme weddings, costumes, and props are not allowed.

7. FLOWERS--DECORATIONS

Due to the beauty of the sanctuary, simplicity in decoration is effective, and therefore encouraged.

Florist's access to the church on wedding day. The church will be opened for the florist by prior arrangement with the wedding director.

An aisle cloth may *not* be used during a wedding because of safety concerns.

Candles must be dripless and smokeless. A cover for the carpet must be used under any type of candle holder. No candles or floral arrangements are to be placed in front of windows because of the air vents. Any floral arrangements/greenery placed on window ledges must be

completely on top of the ledge. For safety, nothing should drape over the edge due to limited aisle space. No furniture or Christian symbols are to be removed from the sanctuary. There can be no candle stands and flower stands used in the center aisle. No decorations can be placed on the organ pipe casing or the musical instruments.

Flowers and other decorations in the sanctuary for holiday or religious observances are not to be moved. **If the wedding is on a weekend, flowers are expected to be left for Sunday worship and acknowledgment of the source of the flowers will be made in the worship bulletin.**

The florist, together with the applicant engaging the facilities, will be responsible for any damages.

These items, owned by the church, are available for use (**subject to change**):

2 brass flower urns, 2 large brass floor candles, 2 white candelabra (7 candles each)

6 glass chimneys, 18' tall, 6" diameter

NOTE: Church linens, silver service, punch bowls, dishes, flatware, etc. are NOT available for use.

8. PRINTED PROGRAMS

If a printed wedding order of worship is to be presented to guests, the order must be discussed and approved by the Minister, Director of Music/Organist and Wedding Director before printing. Please provide these persons with a copy to proof before having the order of worship printed.

9. PHOTOGRAPHY

Failure to comply with church policy will result in the loss of photographic privileges at SHPC.

The persons who engage the facilities for the wedding are responsible for informing the photographer and videographer about the church's policies and for making every effort to see that the policies are observed. The Wedding Director will provide you with the form "Policies for Wedding Photography at SHPC" for your photographer and videographer to **sign and return to the church office at least two weeks prior to the wedding.**

Because the wedding ceremony is a worship service, the church's policies concerning photography during the wedding ceremony have been carefully formulated and must be strictly observed. No pictures shall be taken during the wedding service except as indicated below. This includes the time during pre-service music as well as the recessional when the bride and groom exit.

- There will be only one photographer and one videographer for the ceremony, both of whom will be located in the balcony. No flash photographs may be taken during the ceremony. No photographs may be taken during prayers.
- All videotaping must be done from a tripod in the balcony with no additional lighting.
- Other photography by family, friends, and guests during the pre-service music and ceremony is prohibited.
- Flash pictures may be taken following the service after the guests have departed.

10. FACILITIES

The following rooms are available to couples for use at the time of their wedding: Sanctuary, Fellowship Hall for reception, Conference Room, Parlor for bride and her attendants, minister's study for groom and best man. In the event of inclement weather, the bridal party will be seated in the balcony before the ceremony. Guests will be allowed to enter the balcony only with the permission of the bride.

Access to church facilities must be coordinated with the Wedding Director. It is mandatory that a member of the staff be present at those times. On the day of the wedding, the church may be opened as early as 3 hours before the ceremony begins. Time of opening will be determined taking into consideration the wedding party and photography schedules.

Weddings on Saturday should be scheduled to begin no later than 7:00 p.m.

The sanctuary seating capacity is 325 (including balcony and rows for seating the families.) To ensure the safety of your guests and to comply with fire codes, guests cannot stand in the aisles or narthex.

Please be aware of the awkwardness for your guests, as well as delays and disruptions in the ceremony, that can result from having more guests than seating.

If you anticipate that attendance will approach the limit of sanctuary seating, it is important that you provide ushers (in addition to groomsmen) who, under the guidance of the wedding director, will help manage the seating, making sure that guests arriving near the beginning of the ceremony will be graciously directed to seating as appropriate, without delaying or disrupting the movements of the wedding party.

In order to protect church property and furnishings, as well as the bride's and bridesmaids' dresses, *food and drink are prohibited in the parlor and sanctuary*. Food may be served in the kitchen, fellowship hall, and Conference Room. No food should be left at the church following the ceremony.

No alcoholic beverages or smoking are allowed anywhere on Church property.

Nothing is permitted to be thrown or scattered in any Church building or on Church property.

Damages to church property are the responsibility of the person(s) reserving the facilities.

11. REHEARSAL

The rehearsal is a happy and informal time and is planned by the minister as a means of helping everyone know their function during the wedding and to be acquainted with the wedding service. All members of the wedding party should be present at the rehearsal including any family members/additional persons to be seated during the formal entry. If possible, any guest minister should be present.

Children in the Wedding. So that the wedding ceremony will have appropriate dignity and might go smoothly, children in the wedding party should be at least 4 years of age and should be appropriately prepared to perform their roles in the ceremony.

One hour is allowed for the rehearsal. With thorough planning and punctual arrival of all participants, one hour is a reasonable allotment of time for the rehearsal. Therefore, the rehearsal, which will be conducted by the Minister, shall begin promptly at the appointed time. At the conclusion of the rehearsal, the Wedding Director may need to speak to the wedding party to finalize other details about the wedding day.

To be delivered at the Rehearsal:

1. *If not already delivered, please give the wedding director payments for all fees/expenses.*

12. MARRIAGE CERTIFICATE

Anyone can pick up the packet of information containing the marriage certificate from Mobile County Probate Court (or any courthouse in Alabama), or download and print the information from their website. The certificate must be read/sighed by both bride and groom, notarized and returned by anyone to the Mobile County Probate Court within 30 days of the latter of the dates (if bride and groom sign on different days) of the spouses' signatures. The fee is due when notarized papers are returned. The certificate along with a money order for the fee amount, may also be mailed to Mobile County Probate Court, 151 Government St. Mobile, AL 36602. The Pastor's signature is no longer required on the certificate. It is recommended that the bride and groom visit the Mobile County Probate Court website for more information.

13. EXPENSES / FEES

The fees should be delivered to the church on or before the Monday preceding the wedding.

- **Musicians**

1. **Organist**

- a. Wedding and wedding rehearsal. No soloist or instrumentalist. \$250
- b. Wedding and wedding rehearsal. One soloist or instrumentalist: \$275.
- c. Wedding and wedding rehearsal. 2-3 soloists or instrumentalists. \$300
- d. 4 or more soloists or instrumentalists. Fee to be arranged.

NOTE: Requests for exceptionally demanding repertoire may require extra compensation.

2. **Instrumentalists / Vocalists**

-This fee may vary, depending upon the person and the instrument, and must be negotiated for each event.)

- **Housekeeping:** Rehearsal and Wedding \$200.00
payable to Spring Hill Presbyterian Church
Rehearsal, Wedding and Reception \$275.00
payable to Spring Hill Presbyterian Church
- **Wedding Director:** Rehearsal and Wedding \$300.00 payable to _____
Rehearsal, Wedding &
Reception at the church \$350.00 payable to _____
- **Assistant Wedding Director** \$100.00 payable to _____

- **Sound Technician:** Rehearsal and Wedding \$100.00 payable to _____
- **Pastor:** an honorarium is typically \$300-\$400, but the amount is at the discretion of the family

SHPC WEDDING INFORMATION / APPLICATION FORM

**DATE FOR WEDDING SECURED ONLY AFTER RECEIPT OF THIS FORM
& APPROVAL OF THE SHPC SESSION!**

Date of Wedding: _____ Time of wedding: _____

Date of Rehearsal: _____ Time of Rehearsal: _____

BRIDE’s Full Name: _____ Phone: _____

Email _____

Address: _____

Place of employment: _____

Church membership _____

Bride’s Mother’s Name _____ Phone: _____

Email: _____

Address: _____

Bride’s Father’s Name: _____ Phone: _____

Address: _____

Email: _____

GROOM’s Full Name: _____ Phone: _____

Email _____

Address: _____

Place of Employment: _____

Church Membership: _____

Groom's Mother's Name _____ Phone: _____

Email: _____

Address: _____

Groom's Father's Name: _____ Phone: _____

Email: _____

Address: _____

Number of Bride's Attendants: _____

Number of Groom's Attendants: _____

Name of Florist: _____

Phone Number for Florist: _____

Bridal Consultant (If in addition to the required SHPC Wedding Director)

Name: _____ Phone: _____

FACILITIES REQUIRED

It is understood that flowers from our wedding (if on weekend) will be used in Sunday Worship, will be acknowledged in the bulletin, and shared with a shut-in.

Sanctuary: (Wedding) _____ (Rehearsal) _____

Fellowship Hall for Reception: _____

Conference Room for Groomsmen: _____

Parlor for Bride: _____

PHOTOGRAPHER / VIDEOGRAPHER Agreement Form Policies for Wedding Photography
at Spring Hill Presbyterian Church
Revised March 2009

This form must be completed, signed, and returned by each photographer and videographer who has been engaged for a wedding at SHPC.

The form must be returned to the church office no later than two weeks prior to the ceremony.

Date of Wedding _____ Bride's name _____
Photographer / Videographer (circle one). Name of Business _____
Business Address _____

Name of Photographer/Videographer _____

Phone _____ Cell _____

I have read and will abide by the contents of the document "Policies for Wedding Photography at Spring Hill Presbyterian Church- Revised March 2009". I realize that failure to comply with these policies may result in loss of photographic privileges at Spring Hill Presbyterian Church.

Signed _____

Date _____

Return to: Spring Hill Presbyterian Church

Attn: Administrative Secretary
10 Westminster Way
Mobile AL 36608
Phone: 251-342-1550
Fax: 251-342-1559

For church use:

Date Received _____ Received by _____

Policies for Wedding Photography at Spring Hill Presbyterian Church

Revised March 2009

Failure to comply with church policy may result in the loss of photographic privileges at SHPC.

The persons who engage the facilities for the wedding are responsible for informing the photographer and videographer about the church's policies and for making every effort to see that the policies are observed. The bridal party should distribute copies of this sheet and of the "*Photographer / Videographer Agreement Form*" to each of those persons. The photographer and videographer must **sign and return that agreement form to the church office at least two weeks prior to the wedding.**

Because the wedding ceremony is a worship service, the church's policies concerning photography during the wedding ceremony have been carefully formulated and must be strictly observed. No pictures shall be taken during the wedding service except as indicated below. This includes the time during pre-service music, the short time when the bride is in the narthex before her procession, as well as the recessional when the bride and groom exit.

- There will be only one photographer and one videographer for the ceremony, both of whom will be located in the balcony.
- No flash photographs may be taken during the ceremony.
- No photographs may be taken during prayers.
- All videotaping must be done from a tripod in the balcony with no additional lighting.
- Other photography by family, friends, and guests during the pre-service music and ceremony is prohibited.
- Flash pictures may be taken following the service after the guests have departed.
- On the day of the wedding, the church may be opened 3 hours before the wedding. Pre-ceremony photography will take place after that time, **ending at least 45 minutes before the ceremony.**
- When the schedule for pictures has been determined, the photographer must send the SHPC Wedding Director a timeline for when pictures will be made at the church. The schedule can be emailed to sallie@springhillpresbyterian.org and marcia@springhillpresbyterian.org with "Wedding Photograph Schedule" in the subject line.