



St. Christopher's Episcopal Church

Reveals the light of Christ as a beacon of light in the world

Congratulations and best wishes on your wedding plans. We want to help make your wedding at St. Christopher's a blessing to you and all who participate in helping you celebrate. In that regard, please read carefully the information contained in this packet. In addition to the "rules and regulations" regarding the use of our sanctuary and other spaces, you will find guidance in marking the beginning of your marriage with beauty and ease.

St. Christopher's sanctuary is a beautiful space that seats approximately 300 persons. A center aisle boasts a perfect setting for your "momentous "walk down the aisle". We have several rooms that are available to you as a special gathering space for your bridal party to dress and prepare for your event.

You may book your wedding in our sanctuary up to 18 months in advance of your wedding date, with all fees remaining at the quoted rates for that year. We hope that the following information will guide you through your wedding plans. You will find a convenient checklist at the end of this packet for your use as you complete each step of the planning process. If you still have questions after reading through these materials, feel free to call one the Wedding Committee members:

Karen Barnes, Cindy Hray (864) 583-9618,
Mary Levens (864) 680-3021

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Criteria:

- a. To have your wedding at St. Christopher's Episcopal Church, you must have the permission of the Rector/Vicar of the Church. It is preferable that a priest of this church perform the ceremony.
- b. At least one member of the wedding partners will be a current member in good standing at St. Christopher's. The Rector/Vicar in consultation with the Worship Committee will make exceptions.
- c. A member in good standing is recorded in the parish register as a baptized or confirmed member, is known to the clergy as regular in corporate worship and is known to the parish treasurer as regular financial contributor.
- d. The Book of Common Prayer provides the form for all weddings in the Episcopal Church.
- e. Canonically, premarital counseling must take place. The priest has the responsibility to either do the counseling or make arrangements for an acceptable alternative.
- f. Flowers may be arranged by a chosen florist. Flowers shall not overwhelm the ceremony. It is customary to leave the flowers on the altar as a thank offering.
- g. St. Christopher's Wedding Committee provides all logistical support for any wedding held on our premises. There will be no wedding planner.
- h. There is to be **NO FLASH PHOTOGRAPHY** during the wedding ceremony.
- i. Due to demands on the church staff and volunteers, no Saturday weddings after 6:00 pm.
- j. Wedding bulletins are the responsibility of the wedding policy.

CHARGES:

- a. Sexton\$125
- b. Organist..... \$200
- c. Non-Member Fee..... \$500.
- d. Other facilities in addition to church\$150 (Parish Hall)

Approved by the Mission Committee 11/11/18

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Wedding Policies for the Florist

St. Christopher's Episcopal Church has developed the following guidelines to avoid damage to our property and furnishings and to also inform regarding our expectations in upholding the sanctity of our worship space. Please review them carefully. If you wish to see the sanctuary prior to the wedding date, you may contact the church office (864) 585-2858 M-Th (9:00 am -1:00 pm).

- Church banners, seasonal decorations, etc. that are in place on the day of the wedding will remain in place. Please do not ask that they be removed.

- No nails, tacks, or staples may be used to attach any decorations to church property.

- If pew markers are used, pews must be protected against scratching and/or gouging by clamps.

- Aisle runners are NOT permitted.

- All decorations and equipment must be removed IMMEDIATELY after the ceremony. **The church cannot be responsible for moving and/or storing any equipment .**

- You are to use the front doors of the Sanctuary to bring in/take out your supplies and equipment.

- The church will be open 4 hours prior to the wedding. Delivery and set-up must be within this time frame.

Signature of florist _____

Signature of Bride _____

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Wedding Policies for the Photographer

St. Christopher's Episcopal Church has developed the following guidelines to avoid damage to our property and furnishings and to also inform regarding our expectations in upholding the sanctity of our worship space. Please review them carefully. If you wish to see the sanctuary prior to the wedding date, you may contact the church office (864) 585-2858 M-Th (9:00 am -1:00 pm).

- We require that there be NO flash photography during the wedding ceremony; however, it is allowed before and after. Only stationary videography and non-flash photography from the balcony is permitted during the ceremony. Any other photography during the ceremony is prohibited.
- All pictures taken in the Sanctuary are to be done BEFORE leaving to take any outside pictures, since the Church Sexton will need to clean the Sanctuary as soon as possible after the ceremony concludes.
- We consider the altar to be a sacred space. Therefore, it will only be permissible for the wedding party to assemble outside the altar railing. Only the Rector/Vicar and vocalists/readers are allowed inside the altar railing.
- Church banners, seasonal decorations, etc. that are in place on the day of the wedding will remain in place. Please do not ask that they be removed.
- Nothing must be added to or taken away from the altar table. Due to the sanctity of the altar table, it can only be used for traditional elements of worship. The cross and candles must remain on the altar table. The altar table may not be moved from its central position.
- All decorations and equipment must be removed IMMEDIATELY after the ceremony. The church cannot be responsible for moving and/or storing any equipment.
- The church will be open 4 hours prior to the wedding. Delivery and set-up must be within this time frame.

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Wedding Committee Information Sheet

_____/_____
Bride's Last Name Groom's Last Name

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

B r i d e ' s N a m e _____

Address _____

Phone Number (h) _____ (W) _____ (C) _____

Email Mail _____ Home Church _____

G r o o m ' s N a m e _____

Address _____

Phone Number _____

Email Mail _____ Home Church _____

Name and church affiliation of Rector/Vicar performing wedding _____

Name of Organist/Pianist _____

Number of Attendants: Bride _____ Groom _____ How many are children? _____

Florist Name _____ Phone _____

Photographer Name _____ Phone _____

If the Bride and Groom are not living in Spartanburg, please provide the name and number of a local contact person below:

Name _____ Phone _____

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Please list the members of your wedding party:

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaids:

Groomsmen:

Flower Girl: _____

Ring Bearer: _____

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Wedding Checklist

(Please use this as your working copy to keep up with deadlines and planning)

_____ Call or email the Church Administrator to check the availability of the facilities for the date you desire.

_____ Complete the Wedding Information Sheet that is in this packet and return it to the church office as soon as possible.

_____ Name of Florist and Florist Signature advising of flower policies.

_____ Name of Photographer and Photographer advised of photography policies.

_____ Any fees paid to church office 30 days prior to rehearsal.

_____ Meet with Wedding Committee and decide on:

Number of Dressing areas needed: _____

Time needed to come to the church on day of wedding: _____

The Wedding Committee is representative of the church to help with questions regarding rules/regulations of St. Christopher's Episcopal Church. The Wedding Committee can assist you with understanding rules about use of the altar area, floral arrangements and photography policies.

The Wedding Committee will also manage your wedding during the event. That includes making sure both Bridal and Groomsmen are dressed and in their appropriate place and cuing the ushers as to how to seat the family members, sending the wedding party down the aisle in the appropriate order and cuing the bride when it is time to "walk down the aisle".

Thank you and Congratulations!