

St Timothy's Episcopal Church
Non-member Wedding Policies and Procedures

St Timothy's congratulates you on your decision to be married. This information is designed to inform you of policies and procedures regarding weddings at St Timothy's. Please refer to this information in making your plans for your wedding here.

Reserving a Wedding Date

No date can be reserved on St Timothy's calendar without a prior conversation with our priest. A Saturday wedding must be scheduled no later than 7 p.m.

Premarital Instruction

If our priest is officiating your ceremony, it is a canonical requirement that both parties desiring to be married receive premarital "instruction as to the nature, meaning, and purpose of Holy Matrimony." Our priest will speak more about this most valuable requirement.

If you have your own officiant, this is not required.

Music for Weddings

You may have your own musicians, but if you have requested our organist and he/she is available, the music to be performed during weddings is selected in consultation with the organist. The organist will discuss and advise you on hymns and musical selections appropriate to the type of ceremony you are planning. You should schedule this consultation well in advance of your wedding date. All music for inclusion in the celebration of marriage is subject to approval of our priest, as guided by the Canons of the Episcopal Church. Remember this is a sacred place, and the music should reflect the sacrament of marriage.

If you are using our organist, arrangements are made directly with him/her. You must contact the organist on your own, and a separate contract is made with him/her. Payment is payable directly to the organist, who will advise you as to the fee. This is payable prior to or at the rehearsal.

If you have your own musician(s) who will be using the organ or piano, they must consult with our organist prior to the wedding, and these additional fees apply: organ - \$200; piano - \$100.

Flowers and Other Decorations

Altar flowers should be left for use the following Sunday. All costs for decorations and flowers are the responsibility of the Leasee. Arrangements for decorating deliveries and time must be made in advance with our wedding coordinator. Only LED candles or lanterns are allowed. There are to be no open flames except the altar candles.

****There are to be NO real flower petals used by flower girls/boys during the processional due to potential damage to floors. Only silk flower petals may be used, and it will be the responsibility of the Leasee to be sure all petals are removed from the floor after the service. All flowers and decorations other than the altar flowers must also be removed after the service.****

Wedding Rehearsal

A rehearsal is normally held before the wedding and will usually last not longer than one hour. The officiating priest is responsible for conducting the rehearsal. Long before the rehearsal, the bride, groom, and officiant will have made all ceremonial decisions. If our priest is the officiant, it is expected that all members of the wedding party attend and the bride participates fully in the rehearsal.

Photography

Because your wedding is a worship service, the officiant must approve plans for all photography and/or recordings of the service. Furthermore, photographers are not permitted to move any church furnishings or ornaments for pictures.

The following requirements are in place if our priest is the officiant:

- All still photography during the wedding must be limited to time exposure taken from the back of the church. NO FLASH PHOTOGRAPHY
- Family members and guests should be reminded that photography by guests is not permitted during the wedding service
- A video camera is allowed if the camera is stationary. In some cases it may be important for the photographer and/or videographer to attend the rehearsal.
- Photographers and videographers must be informed of St Timothy's policies prior to the wedding date.

General Guidelines for Use of the Church and Parish Hall

1. Your access to the facilities begins 2 hours prior to the service.
2. Smoking is not permitted on church property.
3. Food and beverages are permitted only in the Parish Hall.

4. The use of rice, confetti, seeds, flower petals, etc., is not allowed.
5. Young children under the age of 10 should have adult supervision (2 adults who are not part of the wedding party) at all time due to our Safe Church policies and liability issues.
6. Liquor may not be consumed on church property.
7. No movement of church furnishings without express permission of our wedding coordinator.
8. It is expected that your wedding director will be the main wedding director during the rehearsal and wedding, with our volunteers assisting as needed.
9. St Timothy's will arrange for the building to be open at the appropriate times. The time allowance for the rehearsal is 2 hours. The time allowance for building use for the wedding day must be coordinated with the church's wedding coordinator in advance.

Marriage License

A valid South Carolina marriage license is necessary before any wedding can be performed. You should plan to apply for the license at least three weeks before your wedding, keeping in mind that there is a 24 hour waiting period in South Carolina. Please bring all copies of the marriage license.

Wedding Fees

Priest Honorarium – if our priest is officiating - \$400, payable to the priest at the rehearsal,

Church Rental - \$2000 – nothing may be scheduled until a deposit of \$500 is received along with a completed contract. The balance is due no later than two weeks prior to the wedding.

We offer of very best wishes for your married life together and this prayer:

O God, send your blessing upon your servants, that they may so love, honor, and cherish each other in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and peace.

St Timothy's Episcopal Church

900 Calhoun St.

Columbia, SC 29201

PHONE: 803-765-1519