



*Your Wedding
at
St. Andrew's*

St. Andrew's Church
440 Whilden Street, Mt. Pleasant, SC 29464
843.884.6169
StAndrews.Church

What We Believe

Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. Marriage symbolizes God's faithful love for his people, and the union between Christ and his Church. It is not to be undertaken to satisfy lustful passions, but in holiness and honor, duly considering God's purposes for marriage.

Firstly, God desires that a man and a woman, joyfully united as one flesh, may in every circumstance of life faithfully love and serve each other.

Secondly, God intends that children be born and nurtured in faithful and loving care, for their wellbeing and instruction, to the glory of God.

Thirdly, God gives marriage for the proper expression of sexual instincts and affections with which he has endowed us, that, living together in holiness, we may abstain from sexual immorality.

The church, rightly, joins together to witness the vows and to ask that God's purposes and blessing will be fulfilled in the couple's life.

Because a marriage ceremony is a worship service it is required that one of the parties must be an active member of the St. Andrew's church. Consideration may also given if parents or grandparents are current, active members. If a couple are not currently members and desire to have their marriage service at St. Andrew's, they may participate in the church's pre-marital and membership processes concurrently. All other requests for special consideration must be made to the Rector's office.

The staff at St. Andrew's wants to help in every way to make your wedding a memorable and joyous occasion. Any questions after reading this information can be answered by the Rector's Personal Assistant, Nancy Sapakoff, 843.284.4324, NSapakoff@StAndrews.Church.

Setting the Date

The Rector's Personal Assistant will set the initial appointment with one of the Clergy and help to determine the availability of church facilities for the dates being considered. However, **only after** the Clergy has granted permission for the ceremony will a date be reserved on the calendar. The date is set after the first premarital session. Until that permission has been received and a date and time have been established, no plans should be made with any other organization or persons. No weddings may be performed the weekends of Palm Sunday, Easter or Christmas.

Reservation of Church Facilities

Reservations for the use of the church facilities for the rehearsal, wedding and, when desired, the parish hall and kitchen, will be made through Nancy Sapakoff, the Rector's Personal Assistant, upon the approval of the Rector. The Rector reserves the right to require additional counseling (apart from the expected premarital counseling, *see next section*) for the couple prior to the wedding date. Weddings may take place at almost any time during the week, however, they are normally scheduled between the hours of 10:00 a.m. and 7:00 p.m. on Saturdays. No more than two weddings will be scheduled on the same day in the same venue. There is no charge for the use of the church for members. There is a fee for members of other churches who wish to use our facilities in the church or the ministry center. Fees are listed on the last page of this booklet.

Premarital Preparation

St. Andrew's has two basic requirements concerning premarital preparation for couples:

1. Complete the premarital inventory. Arrangements should be made via the Rector's Personal Assistant, Nancy Sapakoff, to complete the *FOCCUS* personal inventory, an online tool used during the premarital process. There is no charge for this inventory. Once it is completed, Nancy will schedule your appointment with Rev. Brian Morgan, our pastor who oversees the premarital process.
2. Meet with your premarital mentors (assigned by Rev. Morgan) for 7-8 subsequent one-hour counseling sessions. In these sessions, you will discuss the book, *Saving Your Marriage Before It Starts*, by Drs. Les and Leslie Parrott. As such, you are required to purchase two copies (one per individual) of the book as well as 2 workbooks (one for the male and one for the female). The book and workbook may be purchased for \$15 and \$7 each respectively, in Common Grounds, the church bookstore.

Remarriage After Divorce

Provision for marriage of divorced persons is given after discussing with the Clergy and receiving the written consent of the Diocesan Bishop. A divorce must have been final for one year prior to application to the Bishop and a copy of the final divorce decree must also be submitted. The Bishop requires at least 30 days to consider the application. Holy Matrimony is understood by St. Andrew's to be a life long union of husband and wife. The provision for remarriage after divorce is based on God's promise of grace and forgiveness to those whose sins are confessed and repented.

Legal Documents

A marriage license must be obtained from one of the County Clerk's offices in the State of South Carolina. Couples must contact one of these offices regarding fees and requirements. Couples must also apply together. Please note, there is a 24 hour waiting period before the license may be picked up. The license (all 3 copies received, as well as the return envelope) should be brought to St. Andrew's at least 1 week prior to the rehearsal. This ensures that all of the proper documents are completed and at the church prior to the wedding. At the rehearsal the bride, bridegroom, Clergy, and two witnesses are required to sign the official documents. This includes the license and the church marriage register. A copy of the license is given to the couple and the church will mail the other two copies to the Probate Office.

Clergy

Normally, one of the Clergy of St. Andrew's will officiate at the ceremony. The Clergy will attempt to honor any specific request to officiate, however that request is subject to prior commitments. If another priest or minister that is not a member of St. Andrew's staff is desired, it must be discussed with the Rector of St. Andrew's. Non-members should have their Clergy write a letter to the Rector requesting permission to perform the ceremony and indicate that premarital counseling is being done.

Music

A wedding is a service of worship and celebration before the Lord, and the parish organist or one of St. Andrew's worship pastors, acting on behalf of the Rector, will serve as your "Music Coordinator" to guide you through the music and musician selection process. Please contact a music coordinator before making any firm decisions.

Contacts:

If you prefer traditional organ music, please contact Mark Bebensee, St. Andrew's Parish Organist (843.284.4357, MBebensee@StAndrews.Church).

If you prefer contemporary/blended (guitar/keys-led) music, please contact one of the following worship pastors, according to your primary place of Sunday worship.

- City Church: Jessica Smith, City Church Worship Pastor (843.284.4383, JSmith@StAndrews.Church).
- Mt. Pleasant: Kristy Barry, Worship Arts Department Administrator (843.284.4351, KBarry@StAndrews.Church).
- Park Circle: Tripp Koon, Park Circle Worship Pastor (843.730.4263, TKoon@StAndrews.Church).

A note about musician fees:

Fees for the Music Coordinator, sound technician (required for "contemporary" music), and additional musicians and/or soloists are listed in the Fee Schedule.

Additional rehearsals (requiring additional fees) may be necessary for learning new music and/or incorporating guest musicians. New music and guest musicians may be included at the discretion of the Music Coordinator.

Lay Readers

One or more passages of Scripture are read during the wedding ceremony. There are suggested texts especially appropriate for the marriage ceremony. Questions about Scripture selections may be a part of the premarital process if that would be helpful. The Clergy officiating or one or two lay readers may read the selected text(s). If lay readers are chosen, they should also attend the rehearsal.

Sexton

The Sexton is responsible for providing access to the church for the rehearsal, opening the church facilities two hours before the service, having the church ready, and cleaning up afterwards. Any special needs may be discussed the week before the wedding. The Sexton's fees are listed in the "Fees" section of this booklet. Please note that an additional fee is required if a reception is held in the Parish Hall.

Decoration of the Church Facilities

St. Andrew's encourages simplicity of decoration. No nails or tape are allowed to affix anything to the structure of the church inside or outside. Bows should be affixed with an oasis hook on pews and shutters. The throwing of flower petals, rice, bird seed, or confetti is not permitted inside or outside the church.

If there is a question about the permissibility or appropriateness of any decoration, consult the head of the Flower Guild, Mrs. Jerry Weise (843.884.8998 or jerrywbobw@juno.com).

Acolyte (optional)

St. Andrew's will provide an Acolyte to carry the processional cross and assist the Clergy if desired. It is not necessary, however, to have an Acolyte for the service. If the couple provides their own Acolyte, the Clergy must be advised. The Acolyte must attend the rehearsal to receive training and be fitted with the proper vestments. The Acolyte's fee is listed in the "Fees" section of this booklet.

Wedding Programs (optional)

Programs are not provided by St. Andrew's, however, the Communications Director, Mr. Greg Shore (843.284.4323 or GShore@StAndrews.Church) may be contracted to produce a bulletin. Cost is dependent on the complexity and the size of the desired program. If an outside agency prepares the program a draft copy should be presented to the officiating Clergy and the Music Coordinator for prior approval. Additionally, several copies should be brought to the rehearsal for distribution.

Photography/Videography

Any photographer and/or videographer may be used. They must, however, be appropriately dressed and informed of the following procedures:

- The empty, decorated church may be photographed before any guests are seated.
- Photographs of the bridal party may be taken outside of the church before the ceremony as long as it does not interfere with or delay the start of the service.
- The bridal party may be photographed at the rear of the church before the procession begins and as they reach the rear of the church after the ceremony. No flash pictures are allowed to be taken during the service by the photographer or guests.
- The photographer may shoot from a fixed, unobtrusive position. Ushers should be requested to remind guests arriving with cameras that no photographs or videography is allowed during the ceremony.
- The photographer and videographer may not move about the church at any time during the ceremony. A video camera with no artificial lighting may be used in the balcony only.
- The wedding party may return to the church following the ceremony for additional pictures. Pictures should be completed in 30 minutes so the church can be prepared for other services.

Dressing for the Wedding

St. Andrew's has limited space for dressing. If the bride and attendants plan to dress at St. Andrew's, the Sexton will open the library, located next to Sams Hall (Parish Hall), two hours prior to the wedding. It is suggested that the bridegroom and his party dress elsewhere and arrive one hour before the ceremony; however, the Sexton will make every effort to reserve a space for dressing if needed. Please be advised, the church cannot be responsible for any articles left at the church or in the dressing areas.

A Note About Children

While inclusion of young children in the wedding ceremony may be desired, for family or personal reasons, it is suggested that children under the age of 5 not be included in the wedding party. Developmentally, young children do not possess the maturity necessary to "behave" through, what to them, is a long and boring ceremony. Experience has shown us repeatedly, that when placed under substantial expectations implicit in such an environment they generally become disruptive to the ceremony, diverting attention from the bridal couple to themselves. Ideally, children in the wedding party will be 7 years or older. As with every other aspect of the ceremony this guideline may be discussed with the Clergy during pre-marital preparation.

The Wedding Ceremony

It is the responsibility of the ushers to escort all guests to pews. Except for those pews reserved for the respective families, pews should be filled from the front to the rear of the church with minimal regard to the bride's and bridegroom's "sides."

Immediately before the ceremony begins, the groom's mother, followed by the bride's mother, will be escorted to their pews by an usher. At this time, no more guests will be seated until the bridal party has entered.

As for any worship service of the church, it is expected that the marriage ceremony will begin on time. The cooperation of all wedding party and family members, photographer, etc. is requested to ensure this happens.

During the service, the Clergy will prompt the congregation about when to sit or stand. Guest registers and receiving lines are more appropriate as a function of the reception.

Wedding Receptions

Requests to have a reception at St. Andrew's must be made with the Nancy Sapakoff when arranging the wedding date and will be considered based on church facilities availability. Receptions should not last longer than three hours and the caterer is responsible for clean-up. Alcohol is not permitted.

Answers to Frequently Asked Questions

- **Flowers** — Standard protocol for weddings at St. Andrew's is that the couple leave the wedding flowers placed in the altar area as an offering to God. The flowers will be used at the regular weekend services. Should the wedding take place on Sunday afternoon, the flowers should be in place before the first service on Sunday morning.
Any florist may be used, however, Mrs. Jerry Weise, the head of St. Andrew's Flower Guild, must be consulted with regard to florist selection. Additionally, the Flower Guild must approve all arrangements, vases, window treatments and other decorations. When more than one wedding takes place on a given day, it may be possible to coordinate the floral decoration of the church with the other couple. The Flower Guild will assist in this process.
In the Historic Church there are two stands on either side of the altar for flowers. Many florists may have liners for these vases. If not, or if they are not familiar with St. Andrew's, the bride and florist should visit the church and meet with the Flower Guild. Flowers should not be higher than the cross on the altar. Arrangements behind the cross are not permitted, nor are artificial flowers. Florists must remove any equipment or decorations (other than the altar arrangements) as soon after the service as possible.
- **Hangings** — St. Andrew's provides white silk damask hangings on the altar, reading desk, pulpit, etc. for weddings. No other hangings may be used in the Historic Church or Ministry Center.
- **Candles** — The Altar Guild will place the three branch candelabras on the altar. Nothing may be attached to these. There are also eight (8) brass stands for candles at the end of some of the pews. Please contact Nancy Sapakoff if you are interested in using these pew candles. No other candles should be used behind the altar rail, on the pews or in the windows. The fire marshal prohibits the use of any additional candles. If a Unity Candle is desired, it should be a part of the reception, not the marriage ceremony.
- **Accessibility** — The Sexton will open the church two hours prior to the service. Please note: The church is not staffed or open on Saturdays unless prior arrangements have been made with the Rector's Personal Assistant.
- **Sound** — If amplification of sound is needed for the wedding service, a sound technician is required to operate the sound systems and must attend the rehearsal as well as the wedding. The sound technician fee is listed under "Fees."
- **Alcohol/Smoking** — No alcoholic beverages may be consumed and no smoking is allowed on the premises at any time. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding. Usage of either on church grounds may result in the immediate cancellation of the wedding.

A Timeline for Wedding Plans

- Contact the Rector's Personal Assistant, Nancy Sapakoff, for date availability and to schedule an appointment with Rev. Brian Morgan to request permission for a marriage ceremony at St. Andrew's. The earlier the better, in any case, 30 days notice is necessary.
- Complete the marriage applications and the pre-marriage *FOCCUS* inventory before the first appointment. If applicable, complete necessary paperwork (in divorce situations) to be submitted to the Bishop for approval.
- Set wedding and rehearsal dates/times after the 1st meeting with Rev. Morgan. Nancy Sapakoff will schedule the wedding on the church calendar.
- Complete individual preparation sessions with Premarital Mentors, usually 7 or 8 hour-long sessions.
- Contact the music coordinator for booking and to discuss music selection 4 to 6 months before your wedding.
- Contact the St Andrew's Flower Guild (Mrs. Jerry Weise) to discuss decorations.
- Notify all attendants of date and time for the wedding and the rehearsal.
- Obtain a marriage license.
- Submit the marriage license, scripture reading selections, wedding bulletin and required fees to the Nancy Sapakoff at least 1 week before your rehearsal.
- Attend the rehearsal with the Clergy, musicians and all members of the wedding party.
- Relax so that this special time may be enjoyed and remembered.

This page is intended for you to forward to your florist so that they are aware of St. Andrew's policies concerning flowers. They must also work with Jerry Weise, as stated in the previous section concerning flowers.

Instructions to Florists

The amount of floral decoration in the church sanctuary will naturally vary with each wedding. The florist should call the Flower Guild leader (Jerry Weise, 843.884.8998 or jerrywbobw@juno.com) to arrange the time of delivery and decorating of the church.

Additional guidelines are as follows:

- All decorating must be completed one hour before the service is scheduled.
- All fresh greenery should be prepared prior to arriving at the church.
- No nails, tacks, screws, staples, pins, or tape are to be used in any part of the building or on any furniture. Only ribbon or specially designed pew clips may be used to secure bows and flowers to pew ends.
- The candles on the altar are the only open flames that may be used. Brass stands for covered candles on the end of the pews are available through St. Andrew's. If desired please notify Jerry Weise. Electric candles may be used in the window sills of the old church sanctuary.
- Flowers need to be placed where there will be no water damage or other stains. No flowers shall be placed on the musical instruments.
- No furniture shall be moved or rearranged without specific permission.
- Removal of all decorations must begin immediately after the service. A crew sufficient to adequately remove decorations must be provided by the florist.

This page is intended for you to forward to your photographer/videographer so that they are aware of St. Andrew's policies concerning photography/videography. Please refer also the previous section of this booklet concerning photography/videography.

Instructions to Photographers/Videographers

Because the wedding is a service of Christian worship, distractions during the service are discouraged. The couple is responsible for communicating the following instructions to the photographer and to other persons who bring cameras to the wedding:

- Photographers should be unseen, unheard, and unnoticed and should dress appropriately, keeping in mind that the wedding is a worshipful celebration.
- Photographs may be taken before or after the ceremony in any part of the building. Photos taken before the ceremony must conclude 30 minutes before the marriage ceremony begins.
- No flash photography or video lighting equipment may be used during the ceremony. Timed exposures (no flash) may be taken from the rear of the Sanctuary if it can be done quietly during the service. Flash photos may be taken of the bridesmaids, ring bearer, flower girl, bride and her father as they start down the aisle. These photos should be taken within the back half of the nave.
- Flash photographs will be permitted as the couple comes down the aisle during the recessional. The wedding party may return for photos after wedding guests have departed, if they wish.

Fees

The Church/Ministry Center Use fee (if applicable) is due 1 month prior to your wedding date and should be made payable to St. Andrew’s Church.

All other payments, as well as the marriage license, are due no later than 1 week prior to your wedding date and should be delivered to the Rector’s Personal Assistant, Nancy Sapakoff. Separate checks should be made payable to each individual. Nancy will provide the names of the individuals working at your wedding.

Please note: the rehearsal and wedding will not take place if payments have not been received.

	MEMBER	NON-MEMBER
Church or Ministry Center Use	NONE	\$2500
Music Coordinator (Required)	\$250	\$600
Additional musicians, soloists/person	\$125-\$200	\$125-\$200
Additional rehearsals/person	\$25	\$100
Acolyte	\$35	\$50
Sexton-Wedding Ceremony (Required)	\$150	\$500
Sound Technician	\$125	\$250
Wedding Program	via Greg Shore	via Greg Shore
Ministry Center Reception	\$600	\$1500
Sams Hall Reception	\$300	\$1000

Contacts

Nancy Sapakoff, Rector’s Personal Assistant, 843/284-4324, NSapakoff@StAndrews.Church

Mark Bebensee, Traditional Organ Music Coordinator, 843/284-4357, MBebensee@StAndrews.Church

Kristy Barry, Mt Pleasant Contemporary Music Administrator, 843/284-4348, KBarry@StAndrews.Church

Jessica Smith, City Church Music Coordinator, 843/284-4383, JSmith@StAndrews.Church

Tripp Koon, Park Circle Music Coordinator, 843/730.4263, TKoon@StAndrews.Church

Jerry Weise, Head of the Flower Guild, 843/884-8998, JerryWBobW@juno.com

Greg Shore, Wedding Programs, 843/284-4323, GShore@StAndrews.Church