

POLICY AREA: Wedding Policy
MINISTRY: Worship Committee, Second Presbyterian Church, Chattanooga, Tennessee

Weddings at Second Presbyterian Church

A church wedding is an act of worship in which we praise God for the gift of Marriage and ask God to bless a new relationship. This governs how we view the wedding service and the activities surrounding it. All that we do in the Presbyterian Church is based upon our theology and our belief that Jesus Christ must be at the center of all we do. We welcome having weddings performed at our church for both our church members and for non-members who have met with and have been vetted by the Second Presbyterian pastor.

Policies and Procedures

Please read this policy thoroughly before you request to book your special day at Second Presbyterian.

Officiating Pastor

The Officiating Pastor will be Second Presbyterian's Senior Pastor. Please check with the Church office Administrative Assistant for availability.

The applicant may have a minister not affiliated with Second Presbyterian to officiate the service but only at the discretion of Second Presbyterian's Pastor.

Pre-Marital Counseling

It is required that all couples participate in pre-marital counseling.

Church member applicants may choose to seek counseling from someone other than our Pastor. First Things First is a recommended alternative. For more information call 423-267-5383.

If the applicant is a non-church member and chooses to complete their pre-marital counseling with our Pastor, he/she should discuss that option with the Wedding Coordinator to determine the availability of the Pastor and to be made aware of any additional counseling fees.

If counseling is completed with someone other than our Pastor, proof of course completion must be provided to the church office at least 30 days prior to the date of the wedding.

Church Areas available for use:

- The Sanctuary, the Chapel and the Helwig Fellowship Hall
- The Sunday school classroom next to the Chapel with accessible bathroom
- The Restrooms located near the Sanctuary, classrooms and Fellowship Hall
- The Elmore Room (additional guidelines apply – request specific policy document)

Wedding Coordinator

Second Presbyterian's Wedding Coordinator is a required participant for any wedding held at Second Presbyterian. He/She will serve as the primary contact for all scheduling, set up, appropriate use of property and takedown issues.

Our Wedding Coordinator will assist with coordinating all church personnel (Building Coordinator, Sound Technician, Organist and Pastor).

Please communicate your plans in a planning meeting with our Wedding Coordinator which should take place no later than 2 weeks prior to the date of the wedding.

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Security Sexton

The Security Sexton is responsible for the security of the building during the rehearsal and the wedding event, including locking and unlocking all exterior and interior doors.

The will be present for the rehearsal and will arrive 15 minutes prior to the beginning of the rehearsal.

He/She will vacuum, pick up trash and prepare the Sanctuary for the day of the wedding.

Church furniture and fixtures are managed by the who Security Sexton is solely responsible for their movement, should you like anything moved/removed. If someone other than a staff member moves anything and it gets broken, the applicant will be financially responsible for replacing it. Second Presbyterian Church is not held responsible if you or anyone in your party is injured while attempting to move church property or while decorating any part of the church.

The Security Sexton will arrive 2 hours prior to the scheduled time of the wedding. Make sure your vendors are aware of this policy. If you need the Building Coordinator to be available prior to the standard two hour time period, an additional fee of \$15.00 for each additional 30 minutes will be charged. This additional time should be arranged through the Wedding Coordinator and paid along with the normal Security Sexton fees. If needed, vendors may contact the Wedding Coordinator who may facilitate other arrangements with the church office or the Security Sexton if a different time schedule is desired.

If no other arrangements are made prior to the day of the wedding, the Security Sexton will remain in the church for one hour after the wedding service to allow ample clean up time.

Building Policies

No tobacco, alcohol, or any illegal substances of any kind are allowed on church property. Any person caught with tobacco, alcohol, or an illegal substance on church property will be asked to leave, regardless of the person's role in the wedding. Violation of this policy may forfeit the applicant's deposit.

No food is allowed outside of the Helwig Fellowship Hall or the Sunday School room used by the Bridal party.

No throwing of rice, confetti, flower petals, or birdseed on church property. This includes both the interior and exterior of the building. Violation of this policy may forfeit the applicant's deposit.

Music

Music should be selected so that it puts the wedding in a worshipful context.

Our Pastor or Resident Organist must approve all musical selections in advance.

There is no restriction as to what type of instruments may be used. But note that the electrical system at our church is very old and that very few electrical receptacles are grounded which will make playing electrical instruments problematic.

Our resident organist will play all music on the organ. If you wish to have someone other than the Resident Organist play the organ at your wedding, you must discuss this with the Wedding Coordinator during initial planning. The Resident Organist has the 'right of first refusal', which means he/she must approve any replacement organist for weddings conducted in our church. If an organist replacement is

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approved, our Resident Organist is still entitled to receive the 'customary fee' as outlined in the Fee Schedule. That fee may be waived at the sole discretion of the Resident Organist.

If you choose to have the Resident Organist play music on the piano instead of the organ, the same rates as outlined in the fee schedule for the organ apply.

Our Wedding Coordinator can provide a list of soloists that may be hired to perform at your service. Fees for soloists can range from \$50 to \$100, depending on the music that is selected.

Sound System

To help keep the music in keeping with a worshipful experience, we require that no pre-recorded music be used at any point during the event, including before and after the service.

The sound system at Second Presbyterian is set up for people to speak, sing or play acoustic instruments. Our Sound Technician will monitor the microphone use for the minister and for any wedding participant that plans to speak during the service.

We have two handheld microphones and two microphone stands. If you need different equipment, please arrange accordingly.

Videography

Videographers are acceptable but should station themselves toward the back of the Sanctuary and go about their work in such a way as to minimize distraction to the worship service.

Photography

Photographers may not use flash photography during the ceremony to avoid distraction during the worship service. The photographer should speak with our Wedding Coordinator to review specific times when flash photography is allowed.

Photographers should move along the back of the Sanctuary during the worship service. However, the photographers may position themselves at the front of the Sanctuary at the beginning of the service in order to capture images of the bride as she comes down the aisle.

Please plan pre-wedding photography sessions around the building use times. Remember, the church is accessible two hours prior to the ceremony.

Flowers and Decorations

The applicant or representative is responsible for the installation and removal of all decorations in the Sanctuary, fellowship hall or any other approved areas of the church.

Decorations may not be attached to furniture or walls with any substance that might cause damage. If you have any question as to whether your decorations might leave damage please consult with our Wedding Coordinator. The applicant will be held financially responsible for any damage to church property.

The choir balcony skirt may not be removed but may be covered with fabric or other decorative items if the skirt is not stained or damaged.

Decorations (including candles) are permitted as long as they do not cause damage to the Sanctuary or other church property.

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No decorations of any kind may be placed on nor hang over the organ console, the piano or the harpsichord that are in the Sanctuary.

The applicant/representative and any vendors (florists, others) may reserve additional times for access to the building during the week through our Wedding Coordinator or the church office. Regular, church office hours are Mon-Thurs (8:30am-4pm).

Set-up/ breakdown

Unless prior arrangements are made, the church will be opened two hours prior to the event and will be closed one hour after the event.

The Sanctuary and any other rooms used in preparation for the event are to be left clean and ready for vacuuming upon your departure. Please leave each area as it was when you arrived.

Removal of wedding decorations after the service is the responsibility of the applicant.

If wedding decorations are not removed within one hour following the conclusion of the wedding, the Building Coordinator will remove the decorations at the expense of the applicant at the rate of \$15.00 per 30 minutes. This additional fee will be deducted from the wedding deposit.

Session Approval

The approval for use of our facilities for any service or activities of any individuals or groups is at the discretion of the Session, the governing council of the congregation. The Second Presbyterian Wedding Coordinator will bring requests for use of the building for weddings to the Session for approval through the Worship Committee.

Parking

The Church and Parking Lot at Pine Street will be available for free on the day of the wedding only. All other times, parking is paid. Parking is managed by Republic or CARTA city street parking policies.

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**Second Presbyterian Church Wedding
Fee Schedule**

Members are defined as those individuals who have been on the Second Presbyterian Church member roster for one year prior to the date of the wedding ceremony and have exhibited regular attendance.

Each fee is to be paid as follows:

	Member	Non-Member
Sanctuary	-0-	\$1,000.00
Sanctuary Security Deposit	\$300.00	\$300.00
Security Sexton	\$150.00	\$150.00
Wedding Coordinator	\$325.00	\$325.00
Sound Technician	\$75.00	\$75.00
Resident Organist	\$380.00	\$380.00
Pastor	Honorarium	\$300.00

If you have any questions regarding fees please contact our Wedding Coordinator via the phone number on the contact page or call the church office at 423-266-2828.

Fee Payment Dates

The applicant must turn in the security deposit at the same time as the application.

Dates will not be considered final until the security deposit is paid.

All remaining fees are due no later than sixty (60) days prior to the rehearsal date. If any fees have not been turned in sixty (60) days prior to the rehearsal, the wedding reservation will be removed from the church calendar.

Any fees paid will be refunded to the applicant if the church office receives a written notice of cancellation at least thirty (30) days prior to the date of the event.

If the facilities have not been damaged and all wedding guidelines have been followed, the security deposit will be returned to the applicant after the wedding.

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Contact Information - As of May, 2019

Wedding Coordinator: Katie Scarbrough

Phone: 770-289-5740

e-mail: katiescarbrough@gmail.com

Pastor: Michael Phoenix

Phone: 423-266-2828

e-mail: Michael@secondpreschattanooga.org

Church office - Staff will assign Security Sexton

Phone: 423-266-2828

e-mail: office@secondpreschattanooga.org

Sound Technician: Megan Salladay

Phone: 423-299-5808

e-mail: seaslugproductions@gmail.com

Organist: David Friberg

Phone: 423-266-2828

e-mail: davidfriberg@epbfi.com

These functions are provided through this policy and application as agreements. Please make payment to each vendor separately.