

## CHURCH OF THE HOLY CROSS

355 N Kings Hwy

Sumter, SC 29154

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Web site: [www.holycrossstateburg.com](http://www.holycrossstateburg.com)

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### Wedding Policy

#### WELCOME TO CHURCH OF THE HOLY CROSS!

CONGRATULATIONS on your decision to make this important commitment to each other in the presence of God and your community. Christian marriage is both a sacrament of the church and a vocation for Christians. Because we hold sacrament and vocation to be of primary importance, we ask for your cooperation in making your wedding at Holy Cross a holy and solemn ceremony.

Holy Cross is an Episcopal Church that has been in continuous use for over 200 years. The building is used for worship every Sunday and on other days for special events during the year. The members of Holy Cross invite you to be married in this lovely, historic building in Stateburg, but in order to preserve this structure, its furnishings, and its traditions, we ask that you observe the policies and guidelines outlined below.

*In the Episcopal Church it is required that at least one of the parties be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church (Book of Common Prayer, page 422).*

#### GENERAL INFORMATION

**Who may be married at Holy Cross?** The policy of Holy Cross is to allow communicants in good standing of the parish and their children to be married here. In addition, with the permission of the Rector, others may be married at Holy Cross, either by the Rector or by an Episcopal priest from outside the parish who will be responsible for the wedding and officiating at the service. In such cases the Rector of Holy Cross will meet with the visiting clergy to assure that all the usual requirements, customs, and formalities will be observed.

**Date:** The date of the wedding must be set with the Parish Secretary and with the permission of the Rector. All questions and requests to reserve space in the church for weddings, rehearsals, and receptions must be made through the Parish Secretary. A minimum of 60 days' notice is required for a wedding. It is the custom of Holy Cross not to celebrate weddings during the seasons of Lent and Advent.

## **FEES AND EXPENSES:**

### **Communicant Weddings:**

**\$650**

*A communicant in good standing is defined in Canon 1.2 as a baptized person who has received Holy Communion in Holy Cross at least three times during the preceding year, and who for the previous year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying and giving for the spread of the Kingdom of God.*

The fee includes the use of the church for the rehearsal and the wedding, the Organist, the Sexton, and candles. This also includes a suggested donation to the Rector for his Discretionary Fund. Additional items, such as instrumentalists or flower arrangements would involve added charges.

### **Friend Weddings:**

**\$1250**

*A Friend of Holy Cross is understood to have a different connection with Holy Cross. A Friend may include, but not be limited to, a person who was baptized at Holy Cross but has not been a recent parishioner a person who was a communicant of Holy Cross in the past but moved away or a person who is a grandchild or other close relative of a communicant in good standing.*

This fee includes everything listed for Communicant weddings plus the additional estimated fee of the visiting clergy. Episcopal priests from outside the Diocese of South Carolina must have the permission of the Bishop, and the exact fee must be negotiated with that priest.

### **Non-Member Weddings:**

**\$1750**

This fee includes everything listed for Communicant weddings and plus the additional estimated fee of the visiting clergy. Episcopal priests from outside the Diocese of South Carolina must have the permission of the Bishop, and the exact fee must be negotiated with that priest.

**More detailed descriptions for each of the listed items are included on a separate sheet. Contact the Rector for more information.**

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**AN OVERVIEW OF FEES FOR YOUR HOLY CROSS CHURCH WEDDING:**

<b>Facility and Personnel</b>	<b>Communicant Fee</b>	<b>Friend Fee</b>	<b>Non Member Fee</b>
Sanctuary	0	\$500	\$1000
Clergy	\$200*	\$250**	\$250**
Organist	\$200	\$250	\$250
Sexton	\$200	\$200	\$200
Candles	\$50	\$50	\$50
<b>TOTAL</b>	<b>\$650</b>	<b>\$1250</b>	<b>\$1750</b>

\*Suggested donation

\*\*Estimated fee

**DESCRIPTION OF INDIVIDUAL FEES:**

**Sanctuary:**

All weddings take place in the historic sanctuary of Holy Cross. The Church is constructed of Pise de terre. The cornerstone of the present building was laid September 11, 1850, and the building was consecrated in 1852. The Parish House, built in 1956, was designed in general to conform to the architecture of the Church.

The wedding party may use the surrounding grounds as well as the inside of the church which seats 210 people.

**Clergy:**

Custom has resulted in a gift being given to the clergy officiating at weddings for their help in providing pre-marital counseling, service preparation, and for officiating the liturgy. When Holy Cross clergy officiate at the wedding of a communicant, the customary fee of \$200 is not expected but is appreciated. These honoraria may be placed by the clergy in their Discretionary Fund or used in other ways. The fee for visiting clergy to perform a wedding at Holy Cross is an estimation and must be negotiated with the visiting priest.

Includes pre-marital counseling, service preparation, and officiating at the ceremony: **\$200\***, \*\*

**Organist:**

The wedding package includes the services of an Organist, who will serve as principal musician of all weddings at Holy Cross. In a one-hour consultation he or she will help you sample music and decide on the musical selections for this important occasion. Please keep in mind that the Sacrament of Marriage is a liturgical celebration, and as such an emphasis on sacred music must

be ensured. Please contact the Organist through the church office at (803) 494-8101 or at [holycross@ftc-i.net](mailto:holycross@ftc-i.net) at least two months prior to the wedding date.

Includes consultation, and wedding. **\$200**  
**\$250\*\***

**Sexton**

A minimum fee for the first four hours (rehearsal and ceremony) **\$200**

**Candles (candles are beeswax)** **\$50**

**Police Detail**

A police detail is required for weddings with over 100 guests, and Holy Cross engages the detail on behalf of the wedding party. Engaging a police detail ensures that the church lot is available to wedding participants and the wedding party and their guests have access to the church grounds. Having a police detail will ensure that exiting traffic from the church may proceed safely due to dangerous curves. Contact Captain Hobbs with the Sumter County Sheriff's Office: 803-436-2032

**\$200**

**OPTIONAL FEES:**

**Clergy**

If Holy Cross clergy are used, there are no fees. However, custom has resulted in gifts being donated to the clergy as a token of appreciation for their help. These gifts may be placed by the clergy in their Discretionary Fund or used in other ways. They are appreciated, but not required. The fee for visiting clergy to perform a wedding at Holy Cross is an estimation, and must be negotiated with the visiting priest.

**Music**

During your consultation the Organist will help you make decisions about the hiring of additional musicians to help provide the type of ceremony that you envision.

Additional Musicians **variable**

**Flowers**

Consult with the Altar Society Flower Chair (Miriam Crowson (803) 353-0344) at least one month prior to the wedding date about the specifications for flowers and decorations. Flowers may be provided by a florist, or, upon request, a member of the Altar Society can purchase and arrange the flowers, depending on the selection, starting at \$100. The flowers at the Altar may be left for the Sunday Serves in thanksgiving for the marriage, and this information will be printed in the Church bulletin. Note: Contact the parish secretary if a notice is to be included in the Sunday bulletin.

**Parish Hall** **(seating capacity 80)** **\$80**

Wedding receptions are allowed in the Parish House. Church policy for its use, including maximum times, catering, music, employment of the Sexton, as well as use of alcohol in the facility will be provided by the Rector or his representative.

## **PAYMENT OF FEES:**

### **Facilities and Personnel**

The Parish Secretary will confirm the wedding date upon the deposit of \$200 for Communicant weddings, \$750 for Friend weddings and \$1200 for Non-Member weddings. One month before the wedding the Secretary will provide a list of charges for wedding services to the bride and groom. Checks should be made out to each individual engaged, and the remainder of the total fee should be paid to the church office two weeks before the wedding takes place.

### **Cancellation Policy**

If notice of cancellation is given more than 30 days in advance of the ceremony date, the total fee will be returned. For cancellation less than 15 days before the ceremony, a refund may not be given.

## **THINGS TO KNOW ABOUT YOUR WEDDING AT HOLY CROSS**

- The clergy of Holy Cross will officiate at the wedding of members only. If you are not a member of this parish, you may choose to use a minister of your own, or we can provide you with contact information for clergy in the area who may be willing to officiate. Please keep in mind that the Episcopal Church generally requires some clerical counseling of couples prior to weddings.
- All clergy conducting weddings at Holy Cross must be approved in advance by the Holy Cross Rector. An Episcopal Priest must officiate. Other clergy from different denominations may participate.
- When one or both parties have been previously married and divorced, a copy of each decree of divorce must be presented to the clergy to confirm the resolution of the previous marriage and to determine the date the resolution was final. Further, the consent of the Bishop of South Carolina must be obtained for the wedding to take place. A minimum of 30 days is required for the Bishop's consent.
- The Sexton or a representative of Holy Cross must be present at all weddings and receptions. He is responsible for opening and securing the church building(s), monitoring heating and air conditioning, providing access for decorations, and in support of the clergy, providing guidance and assistance at the rehearsal and at the ceremony.
- Wedding ceremonies take place in the sanctuary of Holy Cross. In addition, upon request, the bridal party may prepare in the Parish House prior to the wedding. Photographs may be taken inside the Parish House or church after the service.
- The bride and groom are responsible for their wedding party and their guests' behavior and observance of the church's customs and rules during all events surrounding their wedding on Holy Cross grounds. Alcohol is not welcome or allowed at rehearsals. No food or beverages are permitted in the sanctuary, and smoking is unacceptable in any church building. It is understandable that the couple will want photographs of this important event, but care must be given to insure that the taking of pictures does not detract from the ceremony itself. Pictures of the wedding party may be taken in the sanctuary before the service if desired, but the photography session must conclude no later than 30 minutes before that time the service is scheduled to begin. The ceremony begins from the time the clergy enter the nave. FLASH pictures may not be taken during the ceremony at any time,

though time-exposure photographs may be taken from the rear. Videotaping is permitted, but only from the rear. Please contact the Parish Secretary with the name of your photographer who should consult with the clergy before the wedding. In the event that outside clergy be engaged, the Sexton should be consulted at the wedding.

- The use of rice, confetti, rose petals, and balloons are not allowed in Holy Cross or on the church grounds.