

Weddings

at the
Unitarian Church in Charleston



Congratulations!

You are about to begin a process that will lead to one of the best days of your life! It's time to start planning your wedding! We at the Unitarian Church in Charleston intend to make this a very special day for you and your loved ones.

In order to help with your planning, we have created this booklet to help answer any questions that you might have. We are pleased that you have chosen us to accompany you on this wonderful journey and will do all we can to help with the process.

Our on-site wedding coordinator, Susan Findlay, is available to offer assistance, guidance or information. Her contact info is:

Susan Findlay
weddings@charlestonuu.org
843-469-5485



Contact information for the rest of the staff at the Unitarian Church in Charleston:

Office administrator	office@charlestonuu.org
Reverend Danny Reed	minister@charlestonuu.org
Music Director Johanna Evenson	musicdirector@charlestonuu.org

Telephone number for all of the above:

843-723-4617

Wedding Fees

	Guests/Non Members
Sanctuary	<i>\$1570 *</i>
Wedding Coordinator	<i>\$250</i>
Sexton	<i>\$100</i>
Subtotal	<i>\$1920</i>
Minister	<i>\$500</i>
Organist	<i>\$400</i>

	Guests/Non Members (for 25 people or less)
Churchyard	<i>\$700</i>
Wedding Coordinator	<i>\$250</i>
Sexton	<i>\$100</i>
Subtotal	<i>\$1050</i>
Minister	<i>\$500</i>

* This amount includes a \$450 deposit, refundable prior to 60 days before the ceremony

Financial Details

A deposit of \$450 is required in order to reserve the sanctuary for your ceremony. It is fully refundable up to 60 days before the event and applicable to the rental balance thereafter. You will send this along with your completed application to

Unitarian Church in Charleston
4 Archdale St
Charleston, SC 29412
Attn: Sandra

The remainder of the rental fee is due by 1 month before the ceremony. The check for the balance will include the rental fee and the sexton fee. This check will be made out to The Unitarian Church in Charleston.

Checks for the minister, wedding coordinator and church organist/pianist are due on the night of the rehearsal and can be given to the wedding coordinator.

Religious Considerations



It is not necessary to be a member of the Unitarian Church in order to be married in our sanctuary. We wish your wedding to be an occasion of deep meaning that gives expression to your faith and spiritual values.

Contact our minister, Danny Reed, minister@charlestonuu.org in order to schedule a time to meet and plan your ceremony.

The Church Building and Grounds

Accessibility: Our sanctuary is fully accessible.

Aisle Bows: Bows can only be attached using pew clips. NO tape, tacks or nails may be used. All bows must be removed immediately after the ceremony.

Aisle Dimensions: The aisle is 55 feet long and 4 feet, 8 inches wide.

Alcoholic Beverages: Alcoholic beverages may be served in Gage Hall but not in the sanctuary and not sold.

Altar Rail: The altar rail is 10 feet, 10 inches in length, 5 inches wide.

Attendants: No more than six (6) bridal attendants may be used in any wedding due to limited space in the Sanctuary.

Bird Seed, Rice, Confetti, and Flower Petals: These items are NOT allowed inside or outside of the church.

CDs and Tapes: Because they interrupt the flow of a ceremony which uses live music, we discourage the use of CDs and tapes.

Churchyard Gates: If you wish to have the Churchyard gates left open for your guests to pass through to King Street, please advise the office. It is permissible to decorate the gates in front of the church as long as materials used do not damage the gates in any way.

Clergy or Officiant: The Unitarian Church in Charleston requires that you use our minister for your ceremony. Exceptions are only made for family members of the bride and groom. If you would like your pastor to do a reading or prayer, Reverend Reed will work with you to add it to your ceremony.

Dressing for Your Wedding: Upstairs Gage Hall is available for you to use to dress for the wedding. Arrangements for the time you will be arriving should be made during the rehearsal so the doors can be unlocked before you arrive. Please be sure the rooms are emptied of all belongings and clean when you leave. This is our office area on weekdays and classroom/meeting room area on Sundays.

Florist: Have the florist call the office to make arrangements to be let into the church. All flowers need to be removed after the ceremony. If you would like to leave the flowers for the service the next day, please

inform the wedding coordinator. Arrangements need to be made in advance for the flowers to be picked up if you are taking them. There are seasonal decorations in our sanctuary twice a year for the winter holidays and Easter which must remain in place. You are welcome to add to them if you like. Guests typically begin arriving about ½ prior to the ceremony. All decorating should be finished by this time.

HVAC: The church is now climate-controlled year round with a new HVAC system.

Instrumentalists: If you want to add other instruments to your ceremony the church staff can refer you to professionals in Charleston. You need to make the arrangements and pay the instrumentalists yourself.

Lecterns: The lecterns may not be moved for weddings.

Luminaries in Churchyard: Luminaries are permitted to light the way through the Churchyard but must be extinguished and taken away after your guests have passed through.

Marriage License: Please bring your marriage license to the rehearsal so it can be signed with our minister in attendance.

Parking: There is limited parking behind Gage Hall, otherwise, there are city parking garages at King and Queen Streets, on Market Street behind Forever 21 and on Beaufain Street.

Pews: There are 60 pews: 15 rows x 4 across. Pews are 34 inches high.

Photography and Videotaping: Photography and videotaping are acceptable but no flash may be used during the ceremony.

Piano and Organ: Because of their age and value, the piano and organ may only be used by our organist or his/her designated substitute. Any

questions regarding the piano or organ should be referred to the Director of Music, musicdirector@charlestonuu.org

Restrooms: Restrooms are in the Annex and Gage Hall but there are no restrooms in the church.

Saturday Weddings: Our church is open for docent tours on Saturday mornings until 1:00 pm, therefore, no wedding can be held until 3:00 pm unless by special arrangement with the wedding coordinator.

Seating Capacity: The seating capacity of the church is 250. There are 60 pews that are 34 inches in height.

Selection of Music: Once you have signed your contract, you can contact Johanna Evenson, the Unitarian Church organist, to start planning your wedding music. This should be done no later than one month before your wedding. If you wish to use a piece of music you have heard on a recording and liked, consult with the organist as you plan the music together. If the organist does not have the sheet music, you must purchase it and mail it to the organist at least one month before the wedding. It will be returned to you after the wedding.

Smoking: Smoking is NOT permitted in the church, Gage Hall, or on the church grounds.

Sunday Weddings: A Sunday wedding can be no earlier than 3:00 pm.

Tours: The Church is open Friday and Saturday 10:00 am to 1:00 pm from September through mid June. If you wish to see the church at any other time, please arrange this with the wedding coordinator.

Wedding Coordinator: The job of the wedding coordinator is to book the wedding, direct the rehearsal and oversee the success of the ceremony on the wedding day. The wedding coordinator does not schedule meetings with the minister, secure musicians, florists, photographers, or transportation, etc. These items are the responsibility of the couple although the coordinator is available to make recommendations.

The Schedule

Rehearsals are typically scheduled for the night before the ceremony and allotted one hour of time. The on-site wedding coordinator will direct the rehearsals. Please bring a program to the rehearsal if you have not already emailed it to the wedding coordinator. Also, please bring your marriage license to the rehearsal.

Weddings are allotted three hours. The ceremony itself usually takes approximately 20 - 30 minutes. For example, if your ceremony is at 4:00, the sanctuary should be reserved from 2:00 - 5:00.

Directions to the Unitarian Church in Charleston

[Click here for map](#)

Checklist

- Confirm your date and time with the coordinator
weddings@charlestonuu.org
- Send the completed application along with a \$450 deposit check to:

The Unitarian Church in Charleston
4 Archdale St
Charleston, SC 29412
Attn: Sandra

- Make arrangements with minister, minister@charlestonuu.org
- Make arrangements with our music director if necessary,
musicdirector@charlestonuu.org
- Keep wedding coordinator informed of any changes in time or details that
affect the church
- Obtain your marriage license and bring it to the rehearsal
- Send a check for the balance of the rental fee to the Unitarian Church in Charleston at least one month prior to ceremony.

The Unitarian Church in Charleston
4 Archdale St
Charleston, SC 29401
Attn: Sandra

- Bring checks for the minister, organist and wedding coordinator to the rehearsal
- Bring a program to the rehearsal