

## SECOND PRESBYTERIAN CHURCH

### WEDDING GUIDELINES

#### I. GENERAL

A Christian wedding is a worship service that celebrates the covenant between a man and a woman, blessed by God in the context of Christian worship. Second Presbyterian Church welcomes the Christian wedding of its members and of others who seek to be married in the setting of Christian worship. It is the responsibility of the pastor to determine whether persons to be married have had proper instruction as to the spiritual implications of their proposed marriage to make sure that there are no impediments to a successful marriage.

“As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session. Others may be invited to participate as leaders in the service at the direction of the pastor.” Book of Order, Presbyterian Church (USA) W-4.9003

#### II. WEDDING ARRANGEMENTS

- A. To reserve the desired date, the party requesting to be married should call the pastor and get the tentative date for the wedding cleared and set up an initial meeting with the pastor. Rehearsal time must also be placed on the church calendar. All weddings shall be approved by the Session.
  1. The pastor shall be the person who performs the wedding ceremony. Upon consultation with the pastor, another clergy may be invited to assist.
  2. The pastor shall certify that pre-marital counseling has been arranged. The party is required to meet with the pastor for at least 4 hours for pre-marital counseling and logistical arrangements of the wedding service
- B. No fee is charged to members for use of the church facilities. Non-members will be charged the following fees for use of the facilities.
  1. A fee of \$300 for use of the Sanctuary.
  2. A fee of \$150 for use of McIlwaine Hall for the reception.
- C. An appropriate fee shall be arranged with the organist for his/her services. The base fee is \$150 plus \$30 for each additional musician involved.
- D. For active church members an appropriate honorarium for the minister may be considered by the bride and the groom. For non members a \$400 fee is to be paid to the minister. This fee covers the cost of 4 hours of pre-marital counseling, the wedding rehearsal, and the wedding service itself.
- E. The church will require a refundable deposit of \$200 (in the form of a separate check made payable to the church) for members and non-members. In case of

any damage done to church facilities, an appropriate amount would be deducted from the deposit.

Checks for the above named fees and deposits should be paid to the office administrator at least one week prior to the wedding date.

- F. The church organist is usually available for weddings. The organist is the first person to be asked to play for weddings.
1. After the initial contact with the minister, the organist should be contacted regarding the services needed and the fee that will be charged for those services.
  2. All plans for soloists or instrumentalists must be made in consultation with the organist.
  3. It is the responsibility of the minister in consultation with the organist to see that all music selected is appropriate to a Christian service. Any organist, other than the church organist, must be approved by the organist and the minister.
  4. No recorded music is allowed in the sanctuary.
- G. Custodial services will be provided by the church (usually by the Sexton).
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| Rehearsal              | \$75  |
| Wedding (No reception) | \$75  |
| Wedding (Reception)    | \$150 |
- These fees apply to members and non-members. Checks made out to the individual Church employees and any honorarium for the minister should be given to the pastor no later than the evening of the rehearsal.
- H. Administrative services including scheduling and co-ordination of wedding-related activities, tours of church facilities for members of the wedding party and others, telephone conferences, etc. will be provided by the church's administrative assistant. The fee for these services is \$100. This fee applies to members and non-members.
- I. The wedding party is expected to provide at their own expense a wedding bulletin if one is desired. Secretarial and printing/copying services will not be provided by the church.
- J. The wedding party is expected to provide at their expense for parking lot security during rehearsal, wedding and reception. One week prior to the service the wedding party shall provide the church with the specifics of the security arrangements
- K. Smoking is not permitted in any church facilities or on church property.
- L. The use of alcoholic beverages is not permitted anywhere on church property.

### **III. WEDDING DECORATIONS**

- A. Your florist is responsible for contacting the church office to schedule a time suitable for decorating.
- B. No decorations are to be fastened to the walls, woodwork or furnishings of the Sanctuary.
- C. As a general rule, the furniture, and other items located in the Sanctuary are not to be moved. As an exception, the Communion Table can be moved backward several inches to provide space for the officiating minister. Also, a floral arrangement may be used on the Communion Table and the Table Cross may be placed on a higher level immediately behind the table. The Communion Table and Baptismal font are primary symbols representing the Sacraments and should always be visible at each service.
- D. Candelabra belonging to the church are available for use at weddings. Drip-less candles must be provided by the wedding party.
- E. To protect the carpet, floors and furniture from damage, protective plastic must be placed under all candelabra, palm tubs and other receptacles. It is your responsibility to see that your florist follows this rule.
- F. Tracking for the center aisle may be used. A representative of the Property Committee will be contacted regarding installation.
- G. All decorations should be removed from the Sanctuary following the ceremony. The timing of such removal will be discussed with the individual (s) with whom arrangements are made for custodial services.

### **IV. THE WEDDING**

- A. The church permits certain classrooms to be used as dressing rooms for the wedding party. The number of rooms to be used should be established during initial planning discussions and also with the individuals who are expected to clean the rooms after use.
- B. No rice, confetti, birdseed or flower petals are to be thrown in the church building and are strongly discouraged on all church premises.
- C. No flash photographs may be taken during the wedding ceremony. Still photographs may be taken before/after the ceremony. Video- taping is permitted if done in a non-intrusive manner. It is the responsibility of the bride/groom to make sure all photographers are informed of these requirements as agreed to with the pastor.

V. **THE RECEPTION** (Use of McIlwaine Hall)

- A. The church provides the room, tables and chairs. At least one week before the wedding date, information must be provided as to the number of tables and chairs to be used and the arrangement desired
- B. When the kitchen is used by other than a professional caterer, an individual must be designated as the person responsible for food preparation so that this person can be instructed as to the specific requirement regarding the operation of kitchen equipment, location of specific items, etc.
- C. If a professional caterer is to be used they must provide all of their own equipment and be prepared to perform necessary clean-up operations. If needed, arrangements will be made for instruction of caterer personnel in the use of certain kitchen equipment. This area will be given special consideration during the discussion of wedding plans with church staff personnel.
- D. The church parlor is not to be used for receptions. No food or beverages are to be taken into the parlor. The parlor may be used for photography.

Approved by session 10/20/2010