

First Presbyterian Church - Wedding Book

Table of Contents

About Weddings; Arrangements for Facilities	1
Ministers; Wedding Coordinator	2
Music; Sound System; Decorations	3
Decorations (Cont.); Photographs and Videotaping	4
Regulations; Bulletins/Programs; Rehearsal; Use of Rooms for Dressing	5
Reception; Marriage License	6
Marriage License (Cont.); Fees	7
Checklist for Brides	8
Part I - Record of Wedding	9 -10
Part II - Record of Wedding.....	11-12
Order of Worship	13
Music and Musicians	14
Sanctuary / Seating / Wedding Party	15

About Weddings

“First Presbyterian Church believes in the biblical definition of marriage—as a gift from God for the benefit of humankind. We believe that for Christians, marriage is designed as a covenant through which a man and a woman are called to live out their lives of discipleship together in a way that honors God. A Christian marriage ceremony is a worship service in which a lifelong commitment is made between a man and woman to each other and this commitment is publically witnessed and affirmed by the larger community of faith.”

In light of the above, it is expected that both individuals requesting marriage be professing Christians. It is also expected that the above may be reflected in the marriage service. To ensure that details will be handled decently and in order, the following policies will apply to all weddings performed at First Presbyterian Church. We believe they will help us as we work together to make the marriage service one of joy, beauty, reverence, and worship.

For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh. This is a great mystery, and I am applying it to Christ and the Church. Each of you, however, should love his wife as himself and a wife should respect her husband. Ephesians 5:31-33

Arrangements for Facilities

The facility is available for church members only.

Weddings may be scheduled for the sanctuary or the parlor. The sanctuary seats approximately 400. The parlor can seat up to 50. Reservations for the use of the facilities will be made on a first come, first serve basis through the church office.

- Clear dates in the office with church calendar, minister and organist.
- Complete Part I of "Wedding Record". (see page 9)
- ***Only after this form is completed and returned can your wedding date be confirmed and reserved on the church calendar***
- All applicable fees must be paid by one month prior to the wedding. (see page 7)

No formal weddings are usually held during Holy Week, Thanksgiving weekend, three days before or after Christmas, New Year's Eve or New Year's Day. Due to usual church activities, it is suggested that Sunday weddings be avoided.

No more than one reception will be scheduled per area per day. The church will seek to schedule weddings and receptions for the convenience of wedding couples so as not to interfere with the plans of those previously scheduled.

Ministers

One of the ministers of First Presbyterian church will normally perform all weddings in the church. The fee for the minister is \$250.00.

If a guest minister is desired to conduct or assist with the ceremony, he/she should be invited by the Session. Requests for such guests should be made in writing to the Senior Pastor three (3) months prior to the wedding. (see Church Secretary for form)

The church Session (board of elders) has final authority over the conduct of worship and the use of the church facilities. Invitations will be extended if the Session is satisfied that the guest minister is knowledgeable of the policies of the church and the Session is convinced of the propriety of the wedding and marriage.

Each couple is expected to meet with the officiating minister for counseling at least twice before the wedding. The minister will discuss with the couple the nature of Christian marriage as well as the nature and form of the marriage service. In addition to the couple exchanging vows and symbols of love and faithfulness, the service will include appropriate passages of Scripture, prayers for the couple and the community of faith, a declaration of marriage, a charge and blessing, and music suitable for the service.

Wedding Coordinator

First Presbyterian Church requires that one of their wedding coordinators be engaged in the planning and execution of all weddings and wedding rehearsals, as it relates to the worship service and church facilities. The fee for the wedding coordinator is \$225.00.

The Senior Pastor or his/her designee will appoint the wedding coordinator. The coordinator will contact the bride and/or her family to discuss arrangements for the wedding and rehearsal. Should the bride choose to have a separate wedding director, that director should be included in these discussions. The coordinator can also serve as the wedding director should the bride so choose.

Part II of the church wedding record is due one month prior to the wedding (see page 11).

While it is inappropriate for the wedding coordinator to recommend specific business establishments to be used for the wedding and activities related to it, the coordinator can advise concerning services available in the community.

Music

Music suitable for the marriage service directs attention to God and expresses the faith of the church and God's plan for marriage. Therefore, the music - both instrumental and vocal - should be consistent with the religious nature of the marriage service.

The program of music must be planned in consultation with the church organist or director of music. *If a soloist is going to participate in the wedding service, a copy of the music in the appropriate key must be offered to the organist two weeks prior to the wedding.*

Ordinarily the First Church organist is available for the wedding music. (see fee schedule) If the church organist is not available, or if a guest organist is desired, the guest organist must be approved by First Presbyterian Church.

The names and telephone numbers of all guest musicians, as well as the program of music, must be given to your Wedding Coordinator one month prior to the wedding. (see page 7)

The use of pre-recorded music is not recommended, but, if used, a church sound system operator is required. (see fee schedule)

Sound System

If the sound system is used, a church sound system operator is required. The fee for the operator is \$100.00. Usually the sound system is not necessary for weddings.

Decorations

The sanctuary and parlor are places of dignified beauty for the worship of God. Flowers, decorations and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. The following guidelines should be followed:

- The communion table with the cross and candles shall be centered in front of the chancel rail. Flowers should not be placed on the communion table. The baptismal font shall not be removed, and no decorations may be placed on top of it. The other pulpit furniture may be removed.
- Flowers may be placed in the church vases/urns and placed on the flower pedestals. If you desire to leave the flowers for use at worship on Sunday, please clear this with the church office and provide the church secretary with wording to be used in the bulletin acknowledging your gift.
- In addition to the candles on the communion table, if other candles are used, they should be dripless and should be either inside of a glass hurricane sleeve, or secured in candle holders located away from where they could be accidentally bumped by someone
- A kneeling bench, if used, should be supplied by the florist.
- No tacks, pins, nails, tape, or glue may be used to fasten any decoration to the furniture or building. The furniture and floor must be protected at all times from moisture, and other damage.

- All decorations must adhere to the fire code.
- The florist will be responsible for repairing or replacing any damaged or broken equipment.
- All decorations and equipment must be removed from the church immediately following the service, and the church must be left in good and clean condition.
- Any decorations that have been placed in the church for special seasons, such as Christmas and Easter, must not be changed or removed.
- The church has a wedding banner which may be used in the Sanctuary if desired.
- If church policies are not followed, First Presbyterian Church reserves the right to refuse providers of service—individual or corporate—the right to work in the church in the future.
- Upon the bride’s request, the Sexton or equivalent, shall remove informational banners in the church yard (i.e. Preschool, VBS, ME5K, etc.) and replace after the wedding.

Photographs and Videotaping

No flash photographs may be taken during the wedding ceremony. Photographers must remain at the rear of the sanctuary throughout the service. Please share this information regarding photographs and videotaping with your professionals.

Videotaping equipment is permitted at the rear and side of the sanctuary or parlor, provided it does not obstruct aisles or access to pews. A video camera may be located in the choir area, but it must be free of noise and light and be unattended from the beginning of the prelude until the conclusion of the recessional.

Videographers using audio input from the church sound system must be accompanied by a church sound system operator. [see fee schedule]

The church is open at least two hours before the wedding. This is sufficient time for any pictures to be made before the wedding. The bride is requested to predetermine, through consultation with the photographer, the desired groupings for photographs.

Photographs should be concluded within 30 minutes after the conclusion of the ceremony in consideration of wedding guests and in order that the facilities may be prepared for following activities. Wedding couples are encouraged to keep the time for picture taking to a minimum. Your guests will appreciate your thoughtfulness!

If church policies are not observed, First Presbyterian Church reserves the right to refuse providers of services, individual or corporate, the right to work in the church in the future.

Regulations

The following policies apply to the use of First Presbyterian Church facilities. The bride and groom are responsible for informing the wedding party.

- Smoking is not permitted anywhere in the church buildings.
- The bringing or use of alcoholic beverages on church property is prohibited.
- No rice, birdseed, confetti, potpourri or bubbles may be used in or on any church property.

If church policies are not observed, First Presbyterian Church reserves the right to refuse providers of services, individual or corporate, the right to work in the church in the future.

Bulletins and Programs

The church does not provide bulletins and programs for weddings. If you wish to have a bulletin or program for your service, you may supply them... The minister will provide a copy of the order of worship. (see page 16) Upon request, the church will supply a blank bulletin which you may have reproduced.

Rehearsal

Reservations for the wedding rehearsal should be made at the same time arrangements are made for the wedding.

A period of one and a half hours is allowed for the wedding rehearsal. Tardiness in beginning the rehearsal will necessitate in forfeiture of that portion of the rehearsal time.

The officiating minister and the wedding coordinator will be in charge of the rehearsal.

Use of Rooms for Dressing

Rooms are available for the wedding party to dress at the church if they desire. These rooms will be available two hours prior to the wedding.

The library may be used by the bride and her attendants. The Sexton or equivalent will set up a full-length mirror, a clothes rack, ironing board, and iron in the library. The Men's Bible Class may be used by the groom and his attendants.

Personal items should be removed from these rooms before the wedding party leaves the church for the reception if the reception is held at another location.

The church cannot be responsible for valuables left unattended.

The Reception

Receptions may be held at the church. Reservations for the use of the facilities should be made through the church office when arrangements are made for the wedding.

The Fellowship Hall in our Educational Building will accommodate up to 400 guests.
The Parlor will accommodate up to 60 guests.

The Church Hostess or a staff member acting on her behalf is required. The charge for the hostess is \$100.00.

Each wedding party is responsible for any decorating for receptions. (The same rules that apply for weddings also apply for receptions.)

A diagram for the placement of tables and chairs must be submitted to the church office one week prior to the wedding. (see page 16)

Each wedding party is responsible for securing its own caterer and for making arrangements for all services.

The fellowship hall is used for worship on Sunday mornings and therefore must be prepared for worship after any reception. Use of the computer, TVs, screens, and all music/PA equipment is strictly prohibited.

Cups, plates, punch bowl, and trays belonging to the church may be used without charge by church members; however, such serving items belonging to First Presbyterian will not be available to professional and/or commercial caterers. The caterer will be responsible for cleaning of equipment, returning all items to their proper storage place, and leaving the facilities in clean and neat condition. If no caterer is used, the family of the bridal couple will be responsible for cleaning of dishes and equipment, returning them to their proper storage place, and leaving the facilities in clean and neat condition.

The caterer or family of the bridal couple will be responsible for repairing or replacing any damaged or broken equipment.

Marriage License

The marriage license must be in the hands of the minister before the wedding can be performed. ***The couple must bring the marriage license to the minister at the church office no later than 48 hours before the wedding.***

According to the Iredell County Register of Deeds, you can get a marriage license in any county in the state and get married in any county, but the license must be returned to the county of issuance. Both parties must be present when applying for the marriage license. You may contact the Iredell County Register of Deeds for information about licenses, fees, and more at

<http://www.co.iredell.nc.us/Departments/RegDeeds/register.asp> or (704) 872-7468.

The minister must return both copies of the signed and completed license to the Register of Deeds within ten days following the date of the wedding.

Certified copies of the license, if issued in Iredell County, may be obtained for a nominal fee from the Register of Deeds, P.O. Box 904, Statesville, NC 28677.

Fees and Honoraria

Facilities: No charge

The checks payable directly to the individuals providing the service will be collected by the Wedding Coordinator. The Coordinator will verify the accuracy of each of these payments before distributing to the appropriate individuals:

- Church Wedding Coordinator: \$225.00. *Based on 6 hours on day of wedding, 1 1/2 hours at rehearsal and two, one-hour planning sessions.*
- Church Organist: \$250.00. Based on wedding, rehearsal, and 1 hour consultation.
- Sexton: \$75.00 / for wedding only
- Sexton: \$150 total / for both wedding and reception
- Minister: \$250.00 *Based on wedding, rehearsal, at least 2 premarital counseling meetings,*
- Sound System Operator (if used): \$100.00
- Church Hostess (if reception held here): \$100.00 *based upon 4 hours; plus an additional \$25/hour if time exceeds 4 hours*

***All fees must be paid and given to Wedding Coordinator
one month prior to the wedding***

***Any exceptions to the wedding policies stated above must be approved
by the chair and assistant chair of the Worship committee of the
Session as well as the pastoral staff of the church.***

Checklist for Brides

- Consult office to reserve facilities - First Presbyterian Church, 704-664-5275.
- Read "Weddings at First Presbyterian Church."
- Complete Wedding Record, Part I, and turn it in.
- Contact Minister.
- Contact Organist and other musicians.
- Contact Florist.
- Contact Photographer.
- Contact Videographer, if desired
- Arrange reception, location and caterer.
- Meet with wedding director one month prior to wedding.
 - Complete Wedding Record, Part II, and turn it in.
 - Bring music, vocal or otherwise.
 - Pay fees by one month prior to the wedding.
- Bring marriage license to the church office no later than 48 hours before the wedding.
- Bring a copy of program to the rehearsal.
- Enjoy this special time!

FIRST PRESBYTERIAN CHURCH
249 West McLelland Avenue - Mooresville, North Carolina 28115-3132 - 704-664-5275

Record of Wedding - Part I

Wedding Date _____ Location _____ Time _____

Bride's Full Name _____

Name to be used in ceremony _____

Address _____

Home Phone _____ Cell Phone _____

Email _____

Occupation/School _____

Have you been previously married? (Circle one) Yes _____ No _____

Groom's Full Name _____

Name to be used in ceremony _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Occupation/School _____

Have you been previously married? (Circle one) Yes _____ No _____

Minister _____ Phone _____

Church Wedding Coordinator _____ Phone _____

Musicians

Organist _____ Phone _____

Pianist _____ Phone _____

Others _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Sound System Operator _____ Phone _____

Florist _____ Phone _____

(Part I continued)

Rehearsal Date _____ Location _____ Time _____

Rehearsal Dinner or Party Location _____ Time _____

Reception Date _____ Location _____ Time _____

Church Coordinator _____ Phone _____

Caterer _____ Phone _____

Disposition of Wedding Flowers _____

Wording for bulletin if used for worship service:

Fees due/paid _____

Other contact numbers:

Bride's Parents _____ Phone _____

Groom's Parents _____ Phone _____

FIRST PRESBYTERIAN CHURCH
249 West McLelland Avenue - Mooresville, North Carolina 28115-3132 - 704-664-5275

Record of Wedding - Part II

Wedding Date _____ Location _____ Time _____

Bride's Full Name _____

Groom's Full Name _____

Future Address _____

Wedding Party/Relation:

Bride presented in marriage by _____

Maid of Honor _____

Matron of Honor _____

Best Man _____

Bridesmaids/Relation:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Groomsmen/Relation:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

(Part II continued)

Flower Girl(s)

1. _____ Age _____ Relation _____

2. _____ Age _____ Relation _____

Ring Bearer _____ Age _____ Relation _____

Other Parties:

Who escorts?

Bride's Parents _____

Groom's Parents _____

Bride's Grandparents _____

Groom's Grandparents _____

Others _____

Order of Worship

Prelude (Organist will provide this information)

Processional

Name of piece _____

Composer _____

Call to Worship

Statement on the Gift of Marriage

Invocation

Declarations and Affirmations

Vows

Exchange of Rings

Prayer

Solo

Announcement of Marriage

Charge to the Couple

Benediction

Recessional (Organist will provide this information)

Music and Musicians

Prelude _____

Processional _____

Congregational Hymns _____

Instrumental _____

Solo Selections _____

Recessional _____

Musicians

Organist _____ Phone _____

Guest Organist _____ Phone _____

Pianist _____ Phone _____

Guest Pianist _____ Phone _____

Vocalist _____ Phone _____

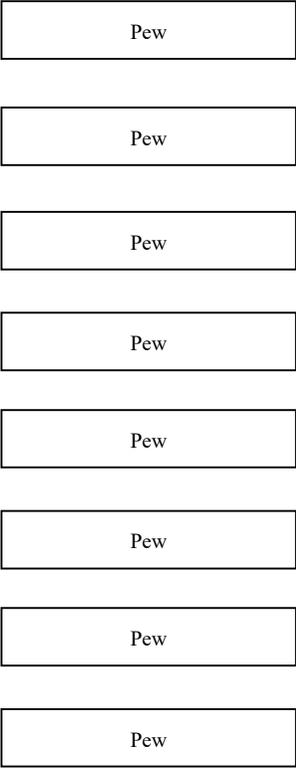
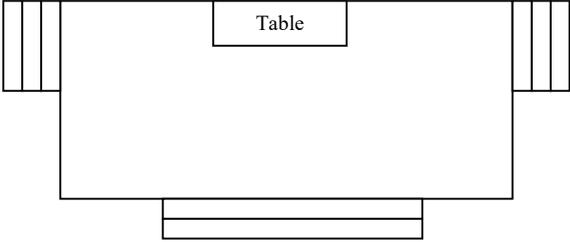
Vocalist _____ Phone _____

Instrumentalist _____ Phone _____

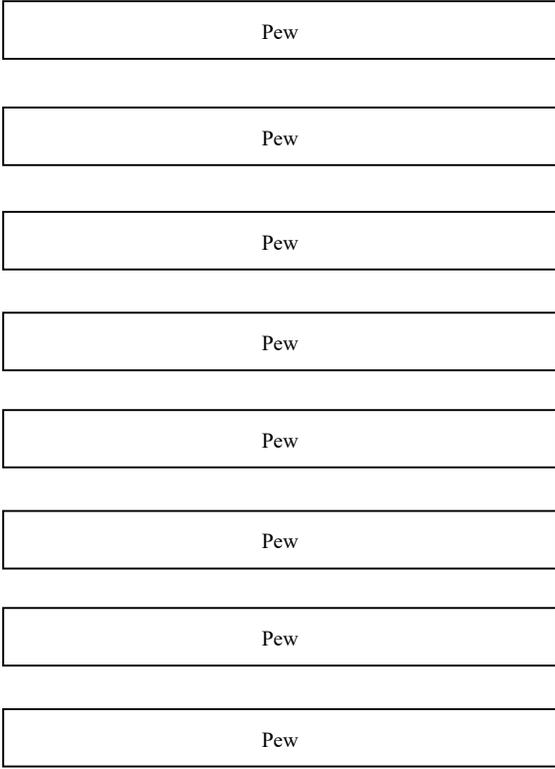
Instrumentalist _____ Phone _____

Approved by _____ Date _____

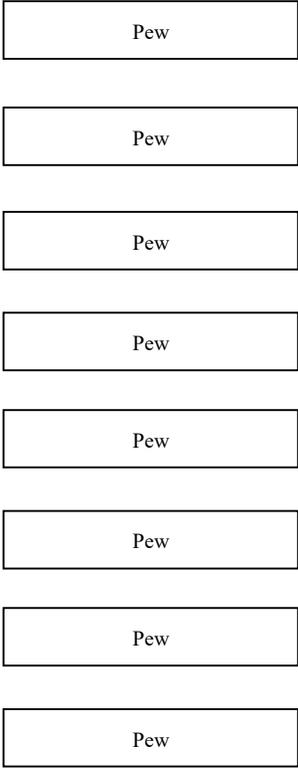
Sanctuary/Seating Diagram



↑
23 Pews



↑
25 Pews



↑
23 Pews