

WEDDING POLICY

MANUAL OF OPERATIONS

WEDDING POLICY

MESSAGE FROM THE PASTOR

Congratulations on your upcoming marriage! I rejoice with you, that you have heard God's call into life-long covenant of love and commitment with each other. I look forward to sharing with you in the preparation for your marriage and in the wedding worship service.

This brochure provides information about how weddings at First Presbyterian Church are conducted. Please let me know if you have any questions after reading it. I join the others from the church who will share in your special day, Jayson Keeton, Director of Music, and your Wedding Coordinator, in our desire to plan with you a wedding service that will honor God and celebrate his gift of love. Wherever there is love, Jesus Christ is present, and I pray that his presence will be deeply felt on your wedding day.

Finally, please know that my responsibility to you does not end with your "I do." By marrying you, I believe that I take on a stake in your life together, and thus will pray for you and do whatever else I can to help you find and flourish in the oneness God desires to give you over your lifetime.

Thank you for the privilege of sharing with you in your marriage.

Warmly,
Bob Bardin

1. General Wedding Guidelines

a. Members of First Presbyterian Church and their immediate family have priority for use of the church. Weddings for non-members will not be scheduled more than six months in advance.

b. In accordance with policy set by the Session (ruling body of the church), no same-gender weddings will be authorized to take place on church property.

c. Couples must discuss wedding arrangements with the Pastor prior to deciding upon dates and times. The bridal couple should speak with the Pastor before they visit the Church Office and fill out a “Request for Use of Facility” form.

d. First Presbyterian Church Ministers will officiate at member weddings. Member couples who wish to invite another Minister to participate in the ceremony should request this from the Pastor, who will extend a written invitation to the guest Minister on behalf of the Session. Non-member couples must confer with the Pastor with regard to officiants.

e. The Minister is in charge of all weddings at First Presbyterian, although in some cases, he must confer with the Session for approval. The Director of Music is in charge of the music. The Wedding Director is responsible for wedding details not directly related to either the order of worship or the music. Contact the Church Office for approved Wedding Directors.

f. Premarital counseling approved by the Pastor is a requirement for all couples wishing to be married at First Presbyterian. This is meant to be a friendly and informal time in which the Christian ideal of marriage and the details of the marriage service are discussed.

g. The couple is responsible for obtaining a North Carolina Marriage License from the Register of Deeds at their county courthouse. Wayne County Courthouse is located at 224 East Walnut Street, Goldsboro. The license should be given to the Minister at the rehearsal or one day prior to the wedding.

h. The wedding party should be prompt for rehearsal. More than one rehearsal is sometimes scheduled for the same evening.

i. No alcoholic beverages will be served anywhere on church property. No food or beverage may be served in the sanctuary, chapel or church parlor. Smoking is not allowed within any part of the church facility. If the parlor or library is used for dressing, the wedding party is responsible for removing personal items and trash.

j. The total seating capacity of the sanctuary is 400. The first floor seats 300, and the balcony seats 100. The chapel seats 100 and nicely accommodates smaller weddings, but the sanctuary may be a better choice even for a small wedding, because of its better lighting, its audio and video recording equipment, the pipe organ, and the harpsichord. If a small wedding is planned for the sanctuary, family and friends may sit in the chancel.

k. No flash photography will be taken during the ceremony. No other still or video photography will be taken during the ceremony by either the photographer or the guests, except from the balcony.

l. The wedding couple is responsible for printing the wedding ceremony bulletin. Please bring copies of the finished bulletin to the rehearsal, for the ministers, the organist and the wedding director. A drawing of the church is available for the cover of the bulletin.

m. The Ministers will gladly assist the couple in planning the service, so that it reflects both their personal desires and an appropriate worship experience in the Presbyterian Church.

Scripture Suggestions:

Old Testament

Genesis 1:26-28

Genesis 2:1-25

Song of Solomon 2:10-13

Song of Solomon 8:6-7

Ruth 1:16-17

New Testament

Matthew 7:21, 24-29

I Corinthians 13

Ephesians 5:21-33

Philippians 4:4-7

Colossians 3:12-17

I John 3:18-20

I John 4:7-16

A SUGGESTED SERVICE OF WORSHIP

CELEBRATING THE MARRIAGE OF

_____ and _____

The Prelude

Organ/Instrumental and Vocal
Seating of the Mothers
Special Music

Processional

Ceremony

Greeting and Call to Worship
Hymn of Celebration (optional)
(Hymn text printed in bulletin)
Prayer of Invocation
The Presentation
Statement of Purpose
Questions to Bride and Groom
Reading of Scriptures
 Old Testament
 New Testament
Words to the Couple
The Marriage Vows
The Exchange of Rings
Lighting of the Unity Candle (optional)
Special Music (optional)
The Prayer of Blessing
The Lord's Prayer (in unison or song)
The Declaration of Marriage
Benediction
Presentation of the couple

Recessional

2. Decorations

a. By direction of the Session, wedding decorations must remain simple. The sanctuary and the chapel have been carefully planned in their appointments and architectural lines, and are inherently attractive. The wedding couple should discuss decoration details with the Church Wedding Director, in consultation with the Chancel Guild Chairperson.

b. As in other worship services, candles are used on the retable on each side of the cross. The church provides freestanding candelabras, which may also be used elsewhere in the chancel. A brass unity candle is also available. Candles should be lighted and extinguished by using the brass candle lighters provided by the church. Arrangements will be made at the rehearsal as to who will light the candles. Lighted candles will not be used in bouquets, and palms and ferns are not allowed in the chancel or the chapel.

c. The shutters in the sanctuary and chapel may be open or closed. Lighting may be adjusted as desired by the wedding couple. Hurricane globes and candles may be used in the windows of the sanctuary. Greenery may be used around the globes in each sanctuary window. Hurricane globes may not be used in the chapel.

d. The only flower arrangements permitted are the two flower urns on the retable in the sanctuary, and on the flower pedestals in the chapel. These arrangements should not exceed the height of the cross. The wedding family is responsible for taking urn liners to a florist. Green Thumb Florist is familiar with our church policy. The floral arrangements may be left for use in the worship service the following Sunday, if prior arrangements are made with the Flower Chairperson. The couple may dedicate the flowers to anyone of their choice, and should inform the Church Office if they would like to do so.

e. The pulpit and lectern may not be covered or obscured during the service. No tacks, scotch tape, nails or wires may be fastened to any part of the sanctuary or chapel furnishings, including the pews and floors. Floral decorations on reserved pews should be secured with ribbon only.

f. A kneeling bench is available for prayers during the ceremony. Aisle cloths may not be used due to the safety hazard.

g. No confetti or rice may be thrown anywhere on church property. Birdseed is permissible outside.

3. Wedding Music

a. The wedding ceremony is a sacred act of worship asking God to bless the founding of a family. All music should reflect and intensify the praise, thanksgiving and prayers of the service, and direct our thoughts toward God. Popular secular music is therefore not appropriate for the sacred ceremony of Holy Matrimony. Secular music, which does not fit the sublime nature of the ceremony, is far better used at the rehearsal dinner or reception. The Minister and Music Director together have final approval authority for all music, and will need to have unfamiliar pieces eight weeks in advance for review.

b. The Church Organist will ordinarily play for all weddings. If another organist is desired, this person must be approved by the Church Organist. The organist should be engaged at least 12 weeks prior to the proposed wedding date to avoid schedule conflicts, to allow for consultation to select the music, and to provide for any necessary special rehearsals. For most weddings, the selection of music is made jointly by the couple and the organist.

c. Vocal and/or instrumental soloists are often asked to provide portions of the wedding music. Please ensure that your soloists can be available for adequate rehearsals, and that they are adequately prepared before arriving for rehearsal with the organist. Fees for soloists should correspond to the

rehearsal time involved and the amount of music to be performed during the ceremony. It is customary for the wedding couple to ask soloists for their fee schedules and to pay them directly.

d. The wedding service may be video recorded when the service is held in the sanctuary. Cost per copy is \$5.00, payable to First Presbyterian Church. In observance of copyright laws, the organist and soloists must be provided with original music, not copies.

e. In most cases, preludes are left to the discretion of the organist, unless something specific is desired by the wedding couple. Most preludes are the same selections that are incorporated into Sunday morning worship.

4. Fees

All fees are due to the Office Administrator at the wedding rehearsal or before.

a. Members

There is no charge for the use of church facilities for a wedding by members of First Presbyterian Church or their immediate family. An honorarium for the Minister(s) is suggested. Fees for the Organist, the Wedding Director and the Building Superintendent are the same as those listed for non-members below.

b. Organist Fee.

The organist fee listed below corresponds to the amount of time normally necessary for planning and practicing, and for playing the rehearsal and the service. Weddings which require special arrangements or more than the usual rehearsal time will be charged an appropriate higher fee.

c. Non-member fees

Sanctuary	\$1000.00
Chapel	\$300.00
Memorial hall/small kitchen	\$75.00
Activity center	\$100.00
Main kitchen	\$75.00
Building Superintendent	\$150.00
If reception is in the church	+\$100.00
If rehearsal dinner is in the church	+\$100.00
Wedding over 200 people additional fee for Building Superintendent's assistant	\$75.00
Wedding Director fees (each)	\$200.00
Organist	\$400.00
Minister fees	\$500.00

FIRST PRESBYTERIAN CHURCH
1101 East Ash Street
Goldsboro, North Carolina 27530
Voice: 919-734-5392
Fax: 919-734-4235
Email: fpcgold@ncrrbiz.com

Please return this form to the church office prior to the wedding rehearsal.

I have read the Wedding Guidelines of First Presbyterian Church and agree to comply.

Signature of Bride

Date

Signature of Groom

Date

Signature of Church Staff Member

Date

The wedding couple should share these guidelines with their families and guests.

**FIRST PRESBYTERIAN CHURCH
Goldsboro, North Carolina**

FACILITY REQUEST FOR WEDDING

Date _____

PERSON MAKING REQUEST: _____

ADDRESS: _____

TELEPHONE: _____

PERSON RESPONSIBLE: _____

ADDRESS: _____

TELEPHONE: Home: _____ **Work:** _____

EMAIL: _____

WEDDING DATE: _____ **Time:** _____

REHEARSAL DATE: _____ **Time:** _____

NUMBER OF PEOPLE EXPECTED: _____

Building Facilities Needed

Sanctuary _____ Chapel _____ Parlor (Pictures Only) _____
Library (Dressing) _____ McChesney Hall: Reception _____
Small Kitchen _____ Activity Center/ Main Kitchen _____
Conference Room _____

Ceremony Needs

Brass Candelabra _____ Unity Candle _____ Kneeling Bench _____
Window Globes and Candles (Evening Weddings Only) _____

Full Name of Bride _____

Full Name of Groom _____

Minister: Rev. Dr. Robert F. Bardin, Pastor _____

Other: _____

Organist: _____

(Usually, FPC Organist / Choirmaster, if different, please notify FPC of guest organist and provide telephone number)

Wedding Director: Ellen Jordan 919-778-1888 _____

Phyllis Patterson 919-739-2179 _____

Florist: _____ Phone: _____

IF FLOWERS ARE TO BE LEFT FOR THE SUNDAY SERVICE, OR IF THERE ARE ANY FUTURE QUESTIONS CONCERNING FLOWERS, PLEASE CONTACT THE FLOWER CHAIRMAN.

NON-MEMBER FEES

Sanctuary \$1000

Chapel \$300

McChesney Hall / Small Kitchen (Receptions) \$75

If Reception is in the Church + \$100

If Rehearsal dinner is in the Church + \$100

Building Supervisor \$150

Building Supervisor Assistant \$75.00 (over 200 people)

Reception in Activity Center \$100

Main Kitchen \$75

Wedding Director \$200

Organist \$400

Minister fees \$500

MEMBER AND NON-MEMBER FEES FOR MINISTER, ORGANIST, AND WEDDING DIRECTOR ARE ALSO FOUND IN THE WEDDING BROCHURE.

(ALL FEES ARE DUE TO THE OFFICE ADMINISTRATOR AT WEDDING REHEARSAL OR BEFORE)

NON-MEMBERS MUST HAVE APPROVAL FROM THE SESSION. APPROVAL WILL NOT BE GRANTED MORE THAN SIX MONTHS PRIOR TO WEDDING.