

# First Presbyterian Church

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## Wedding Policy Booklet



Second Sanctuary 1893-1969

The Presbyterian Church recognizes that marriage is a gift from God, and therefore is to be celebrated in a service of Christian worship. The Book of Order directs that wedding ceremonies be characterized by dignity, beauty, joy, and reverence. The Session of First Presbyterian Church has established the following guidelines to be used by those who are married in this church.

## **PLANNING**

A copy of this wedding policy will be provided by the church office to anyone wishing to plan a wedding at First Presbyterian.

Once this has been reviewed, the bride and groom should talk with a Minister of First Presbyterian to secure a date for the service. For a non-member request, the Minister will decide if the ceremony may be conducted at the church. When the date has been decided, the church office staff will receive the facility request, required fees, and reserve the space. The couple will be put in contact with a church wedding director who will coordinate time and facility needs, equipment, sound, and custodial assistance for the wedding rehearsal and service.

## **AVAILABLE TIMES FOR WEDDINGS**

As a general rule, weddings are not scheduled on Sundays or major holidays.

## **PRE-MARITAL COUNSELING**

The Minister who will be conducting the service will guide the couple through preparation for marriage during a series of pre-marital counseling sessions. These sessions are a requirement for marriage in the church. The couple should be prepared to make vows to each other with a sense of commitment to each other and to God.

## **OFFICIANTS**

Another minister may conduct or assist in the ceremony only upon an invitation from the officiating Minister. It is required that one of our Ministers be in charge of the ceremony.

## **FEES**

A schedule of fees is included with this policy.

A church member is the bride, groom, their parent or grandparent; but should be an individual who has been an active, contributing and participating member for at least three months prior to the request for the wedding.

Wedding services for non-members will not be confirmed until six months prior to the wedding date.

A “walk-in” wedding is one that is supervised solely by one of the ministers of First Presbyterian Church and does not require a rehearsal or a wedding director.

## **MARRIAGE LICENSE**

Bridal couples must apply in person for a marriage license within 60 days of the wedding date at:

Rowan County Register of Deeds  
401 N. Main Street, Suite 102  
Salisbury, NC

The license should be brought to the wedding director at the rehearsal. It will be given to the minister for appropriate signatures at the time of the ceremony.

## **DECORATIONS**

Flowers: one arrangement of flowers may be used in the chancel area, to be located on the ledge behind the communion table, under the cross.

Candles: There may be no more than two candelabra in the chancel area. The carpet beneath the candelabra must be protected with plastic. Church-owned aisle and window candle holders are available to be used. All candles used must be dripless.

## **PHOTOGRAPHS AND RECORDINGS**

Pictures may be taken in the sanctuary prior to and following the service. No flash photography is allowed during the ceremony. Still photography and video recordings may be made only from the rear balcony during the ceremony.

A church sound technician is required to set up microphone systems for the Minister and musicians. A CD recording may be made of the ceremony by the technician and will be included in the fee for this service.

## **MUSIC**

As an integral part of the wedding service, appropriate musical selections place the wedding service in the proper context of worship and give meaningful expression to God’s place and presence in this event.

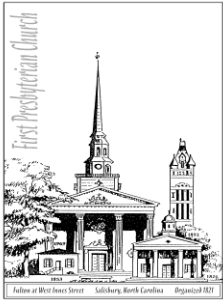
All music should be planned in consultation with the Director of Music Ministries at least three months before the wedding date.

The Director of Music Ministries will provide guidelines for acceptable music and can recommend musicians and vocalists who are available to perform for wedding services. Fees and contracts are arranged directly with these individuals. Any outside musician must be approved by the Director of Music Ministries.

The use of pre-recorded tapes is not permitted before, during, or after the wedding ceremony.

## **ADDITIONAL INFORMATION**

Appropriate attire and behavior are expected at all times from participants and guests. Alcohol and illegal substances are not allowed on Church property. Rice, confetti, birdseed, etc. may not be thrown on Church property.



First Presbyterian Church  
308 W Fisher St  
Salisbury NC 28144  
704-636-1321 [www.salisburyfirstpres.org](http://www.salisburyfirstpres.org)

## WEDDING RESERVATION & INFORMATION FORM

To be completed and returned with required fees to the church Business Administrator in order to reserve your wedding date. All wedding couples must speak with a minister in order to book a wedding date.

Date of Ceremony: \_\_\_\_\_

Ceremony time: \_\_\_\_\_ Wedding Rehearsal time: \_\_\_\_\_

Are flowers to be left for Sunday worship: yes \_\_\_\_\_ no \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Member \_\_\_\_\_ Non-member \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Email: \_\_\_\_\_

Previously married? \_\_\_\_\_ If yes, divorced or widowed? \_\_\_\_\_ Date divorced: \_\_\_\_\_

Parents' names: \_\_\_\_\_ Phone: \_\_\_\_\_

Church: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Member \_\_\_\_\_ Non-member \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Email: \_\_\_\_\_

Previously married? \_\_\_\_\_ If yes, divorced or widowed? \_\_\_\_\_ Date divorced: \_\_\_\_\_

Parents' names: \_\_\_\_\_ Phone: \_\_\_\_\_

Church: \_\_\_\_\_

Address after marriage: \_\_\_\_\_

Director Assigned: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Minister: \_\_\_\_\_

Estimated guests: \_\_\_\_\_ Groomsmen: \_\_\_\_\_ Bridesmaids: \_\_\_\_\_ Single or double ring: \_\_\_\_\_

Other: \_\_\_\_\_

Florist arrival time: \_\_\_\_\_ Wedding party arrival time: \_\_\_\_\_ Photographer arrival time: \_\_\_\_\_

## WEDDING FEE SCHEDULE

### MEMBER WEDDING FEE SCHEDULE

All fees are due at least 7 days prior to the wedding.

<b>Facility (make check payable to First Presbyterian):</b>		<b>PAID</b>
Sanctuary	No charge	
Custodial fee	\$100	_____
Fellowship/Lewis Hall	See Building Policy	
<b>Miscellaneous:</b>		
Aisle candle holders	no charge	
Window candle holders	no charge	
Sound technician (includes CD)	\$50	_____
<b>Additional fees (make check payable directly to the individual):</b>		
Organist / pianist	\$275	
*Wedding director	\$175 (<200 guests and/or less than 8 in the bridal party)	_____
*Co-Wedding Director	\$100 (200+ guests and/or more than 8 in the bridal party)	_____
Minister	It is customary to give an honorarium to the minister	
<b>TOTAL PAID:</b>		_____

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### NON-MEMBER WEDDING FEE SCHEDULE

Fees for the facility and custodian are due when the space is reserved.

All other fees due at least 7 days prior to the wedding.

Fees will be refundable up to three months prior to the wedding.

<b>Facility:</b>		<b>PAID</b>
Sanctuary	\$400	_____
Custodial fee	\$100	_____
Fellowship/Lewis Hall	See Building Policy	
<b>Miscellaneous:</b>		
Aisle candle holders	\$25	_____
Window candle holders	\$25	_____
Sound technician (includes CD)	\$50	_____
<b>Additional fees (make check payable directly to the individual):</b>		
Organist / pianist	\$375	_____
*Wedding director	\$200 (<200 guests and/or less than 8 in the **bridal party)	_____
*Co-Wedding Director	\$150 (200+ guests and/or more than 8 in the **bridal party)	_____
Minister	\$375	_____
<b>TOTAL PAID:</b>		_____

**Signature:** \_\_\_\_\_

\*All weddings held at FPC require the services of our wedding director(s).

\*\* The bridal party includes: bride, groom, groomsmen, bridesmaids, flower girl, and ring bearer. 10/2018