

FIRST PRESBYTERIAN CHURCH

WEDDING POLICY & PLANNING GUIDE



W E D D I N G S

The Presbyterian Church recognizes that marriage is a gift from God and therefore is to be celebrated in a service of Christian worship. The PC(USA) 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.





P O L I C Y & P L A N N I N G G U I D E

S E C U R I N G A P A S T O R

Once engaged, the bride and groom should talk with a Minister of First Presbyterian to secure them to officiate and to secure a date for the service pending Session approval. When a minister determines an available date, a written request for a wedding in the Sanctuary or Lewis Hall will be presented to the session for their approval. For a non-member, the Minister will decide if they are available and willing to conduct the ceremony at the church. When a minister determines availability, a written request for a wedding in the Sanctuary will be presented to the session for their approval.

S E C U R I N G T H E W O R S H I P S P A C E


When the date has been decided, the church office staff will receive the facility request, and required fees, and reserve the worship space. The couple will be put in contact with a church wedding director who will coordinate the time and facility needs, equipment, sound, and custodial assistance for the wedding rehearsal and service.

P R E - M A R I T A L C O U N S E L I N G

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.

O F F I C I A N T S

Another minister may participate in the ceremony only upon an invitation from the officiating Minister. It is required that one of our Ministers will officiate the ceremony.





MARRIAGE LICENSE

Couples must apply in person for a marriage license within 60 days of the wedding date at any County Register of Deeds office in North Carolina.

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. The minister will ensure the license is properly mailed in a timely fashion.

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.

PHOTOGRAPHY

Pictures may be taken in 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.





WEDDING DIRECTOR

A church Wedding Director is responsible for the traditions of the ceremony, placement of the wedding party, seating honored guests, processional and recessional of the participants. She will assist at the rehearsal and wedding. An assistant director may help coordinate with larger wedding parties. Outside bridal consultants may assist the bride and her attendants prior to the ceremony.

SOUND TECHNICIAN

A church sound technician is required to set up microphone systems and sound system for the pastor and musicians.

ADDITIONAL POLICIES

We recommend that child attendants be at least five years old. Keep in mind the space limitations for your bridal party. Pets may not participate in the ceremony.

One large floral arrangement is suggested to be placed on the ledge behind the communion table.

In the Sanctuary, aisle candleholders and hurricane globes are available for the windows. Decorations for Lewis Hall are provided by the wedding couple. All candles are to be provided by the couple and must be dripleless and in hurricane globes or votive holders. Decorations are not to be attached to any furniture or walls with pins, tacks, or any form of adhesive tape.

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.

FEES AND FORMS

Fees for the facility and custodian are due when the space is reserved. All other fees are due at least 7 days prior to the wedding. Fees will be refundable up to three months prior to the wedding.

The Wedding Reservation & Information Form needs to be completed and submitted when the wedding date is secured.



WEDDING FEES

FIRST PRESBYTERIAN MEMBERS

Facility

Sanctuary	No charge
Lewis Hall (ceremony)	No charge
Custodian	\$150
Fellowship Hall	\$25
Fellowship Hall Kitchen	\$25
Lewis Hall	\$50
Lewis Hall Kitchen	\$50

Decorations

Aisle Candle Holders	No charge
Window Candle Holders	No charge

Staffing

Pastor	See the pastors for their fee policy
Organist	\$275
Wedding Director	\$175 (<200 guests)
Co-Wedding Director	\$100 (200+ guests)
AV Team	
Sanctuary	\$75
Lewis Hall	\$150

WEDDING FEES

NON-MEMBERS

Facility

Sanctuary	\$500
Lewis Hall (ceremony)	\$600
Custodian	\$200
Fellowship Hall	\$25
Fellowship Hall Kitchen	\$25
Lewis Hall	\$100
Lewis Hall Kitchen	\$100

Decorations

Aisle Candle Holders	\$50
Window Candle Holders	\$50

Staffing

Pastor(s)	See the pastors for their fee policy
Organist	\$375
Wedding Director	\$200 (<200 guests)
Co-Wedding Director	\$150 (200+ guests)
AV Team	
Sanctuary	\$125
Lewis Hall	\$200



First Presbyterian Church
308 W Fisher St
Salisbury NC 28144
704-636-1321 www.firstpressalisbury.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: _____

(Over)

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: -----



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WEDDING REHEARSAL FORM
To be completed and submitted to the
Wedding Coordinator 2 weeks before the wedding.

Date of Ceremony: _____
Ceremony time: _____
Wedding Rehearsal time: _____

Bride's Name: _____
Groom's Name: _____

The following are optional, please fill out where applicable.

Pre-Ceremony

Ushers: _____

Seating

Will the honored family/guests be seated? By whom? List in order: (traditionally: Grandparents, MOB, POG)

_____ seated by _____
_____ seated by _____
_____ seated by _____
_____ seated by _____
_____ seated by _____
_____ seated by _____

Standing

List the bridal party in order of where they will stand:

Bride's Side	Groom's Side
Bride _____	Groom _____
MOH _____	BM _____
Attendant 1 _____	Attendant 1 _____
A 2 _____	A 2 _____
A 3 _____	A 3 _____
A 4 _____	A 4 _____
A 5 _____	A 5 _____

How would you like these attendants to process/recess?

Traditionally, groomsmen enter with the groom after the seating of the honored family/guests before the bridal party process. Please indicate if you would prefer otherwise.

W E D D I N G
P H O T O G R A P H E R / V I D E O G R A P H E R A G R E E M E N T

Please note: Photography and video filming may be done from the balcony once the prelude begins. Flash cameras or auxiliary lighting during the service is not allowed.

The wedding party may pose for pictures in the church before or after the service. All video recordings must be done from the balcony only and must remain stationary for the duration of the service.

The Bride and Groom are responsible for informing the Photographer/Videographer of these restrictions. This page must be personally signed by the Photographer/Videographer.

Please note that the photographer's privileges will be revoked if these guidelines are not followed. We have read and agree to the Wedding Guidelines for photographs, audio recordings, and video recordings as outlined above.

Photographer's Name _____ Date _____

Photographer's Signature _____

Videographer's Name _____ Date _____

Videographer's Signature _____



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