

YOUR WEDDING

AT

FIRST PRESBYTERIAN CHURCH
OF FAYETTEVILLE, NORTH CAROLINA



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AT
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FAYETTEVILLE, NORTH CAROLINA

Marriage is one of the most important decisions you will make in your Christian journey. We are happy that you are interested in celebrating your wedding at First Presbyterian Church. The Wedding Guild and the church staff are committed to help you plan a service of worship that will be sacred, dignified, joyous, and memorable.

This booklet, *Your Wedding at First Presbyterian Church*, is designed to help you in planning and preparing for this special day and service. These guidelines have been established by the Session, and you are expected to observe the regulations and rules stated here.

One of First Church's pastors, a Wedding Director, and the church's Organist or Music Director will supervise and help you to plan your wedding. This booklet should be a helpful resource for your planning. However, you are always welcome to call the Pastor's Administrative Assistant (910-483-0121).

The material from this booklet may also be found at the First Presbyterian Web site: www.firstprez.com.

I. CHRISTIAN MARRIAGE

FROM THE BOOK OF ORDER, PRESBYTERIAN CHURCH (U.S.A.)

“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.”

Time and Place of the Service

“Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session. (W-1.4004–.4006) The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life. Others may be invited to participate as leaders in the service at the discretion of the pastor. Celebration of the Lord’s Supper at the marriage service requires the approval of the Session, and care shall be taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during the Service for the Lord’s Day upon authorization by the Session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord’s Supper.”

Form and Order of Service

“The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the minister shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.”

Music and Appointments

“Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.”

II. MEETING WITH THE PASTOR

In preparing for your wedding at First Presbyterian Church, you should immediately make contact with the First Church pastor who is to officiate. You will need to ensure that the pastor is available on the date selected for your service.

Next, all First Presbyterian pastors require pre-marital counseling. As a rule, you will have two or three of these sessions with the pastor, arranged for mutually convenient times. At your initial contact with the pastor, you may discuss counseling appointment dates.

Please note that a First Presbyterian Church pastor is required to officiate at your wedding. Please consult with the First Church pastor should you desire another pastor to assist him/her with the wedding service.

III. THE WEDDING GUILD

A Wedding Guild, approved by the Session of First Presbyterian Church, is to oversee and coordinate all weddings. When you contact the Pastor's Assistant (910-483-0121) concerning your wedding, the Wedding Guild will be notified. Soon afterwards, a member of the Guild (a Director) will contact you. Then the planning of your wedding at First Presbyterian Church will commence.

IV. YOUR MARRIAGE LICENSE

Your marriage license may be obtained from the Office of the Register of Deeds. It is located in the Cumberland County Courthouse, 117 Dick Street, Fayetteville. The phone number is 910-678-7775. Office hours are from 8:00 a.m.-4:30 p.m., Monday through Friday. There is no waiting period, and the license is good for sixty days. The cost is \$60.00. Please bring your wedding license to the church office at least thirty days prior to your wedding.

V. FACILITIES

Members of First Presbyterian Church have priority on the use of facilities. The church building and its equipment have been provided by the gifts of faithful people across many years and have been dedicated to the worship and service of God. To help care for these, we ask that you observe the following:

1. Pulpit, Bibles, Baptismal Font and Communion Tables are considered to be permanent items of furniture and are not to be removed from the Chapel or Sanctuary.
2. No decorations may be placed on the Communion table.
3. No tacks, nails, Scotch tape, friction tape, masking tape, plastic reusable adhesive (formerly known as Plasti-Tak), hooks, or any such device is to be used on any of the walls, woodwork, or furniture of the Sanctuary, Chapel, or Church Parlor.
4. Only dripless candles may be used in the Sanctuary and Chapel. No lighted candles shall be carried in the hand.

5. First Presbyterian Church properties are smoke-free facilities; therefore, no smoking is permitted in any church facility or on the church campus.
6. Alcoholic beverages may not be brought onto or consumed in any of the church properties or its facilities.
7. To protect the building and preserve the grounds and walkways, no rice, birdseed, confetti, potpourri, or anything else may be thrown either inside or outside the building.
8. The church provides a kneeling bench for your use during your wedding ceremony, if you desire.
9. All persons using any of the kitchens in the church buildings are required to leave them in the clean condition in which they were found.
10. Aisle runners are not permitted for safety reasons.
11. No gum, food, or drinks are allowed in the Chapel or Sanctuary during the wedding rehearsal or the wedding ceremony.

WEDDINGS IN THE CHAPEL

The Chapel comfortably seats 100 people downstairs and 50 people upstairs in the balcony. Full visibility is limited when seated on either side in the balcony. The Wedding Guild recommends that if sending out more than 75 invitations, the wedding service should be in the Sanctuary. A sound technician will be necessary the day of the wedding.

WEDDINGS IN THE SANCTUARY

The Sanctuary comfortably seats 400 people downstairs and 200 people upstairs in the balcony. Full visibility is limited when seated on either side in the balcony. A sound technician will be necessary the day of the wedding.

OTHER FACILITIES

The Parlor, Eller Hall, and the Fellowship Building may be utilized for receptions and/or weddings. Please speak to the Wedding Director and the Church Administrator about the capacity of each of these facilities.

ENTRANCES FOR THE PHYSICALLY CHALLENGED

Entrances for the physically challenged are located at the north entrance of the Sanctuary, at the main entrance to Eller Hall, and in the McInnis Garden.

BRIDE'S ROOM

(Janie Culbreth Memorial Room)

A Bride's Room is provided. A full-length mirror and seating for six persons are available for your use. The Parlor is located directly across from the Bride's Room and has additional seating. The Bride's Room will be available three hours prior to the wedding ceremony.

GROOM'S ROOM

The groom and his attendants will meet in a designated area to be determined by the Wedding Director. The groom and his groomsmen should arrive fully dressed.

VALUABLES

Every possible effort will be made to protect personal items such as wedding dresses, purses, and silver to be used for receptions, etc. However, the church cannot be responsible for such items if lost, stolen, or damaged. It is imperative that money, jewelry, and other valuables not be left unattended in the bride's room, but entrusted to a reliable person of the family's choice or, preferably, not be brought into the church at all. Members of the church staff are not permitted to sign for items.

VI. MUSIC FOR YOUR WEDDING

The ceremony of Christian marriage is a Service of Worship. All music should be chosen to enhance the service rather than to entertain the guests. All music for this service will be sacred and not secular. The Director of Music will be able to help you in the selection of your music.

- The Organist for First Presbyterian Church is required to play for weddings in the church.
- You must make an appointment with the Director of Music immediately after you have reserved the church for your wedding.
- No decisions concerning music should be made prior to your meeting with the Director of Music.
- It is expected that all music be liturgically appropriate for a Service of Worship and musically appropriate for the instrument.
- If any instrumental music is selected, the music must be discussed with and approved by the Director of Music.
- No more than two solos are allowed during a wedding ceremony.
- In order to preserve the dignity of the wedding ceremony, First Church requires any soloist or instrumentalist be approved by the Director of Music, and a rehearsal time must be arranged with the Director of Music.
- Participatory hymn singing is encouraged.
- Recorded accompaniment tracks or taped music of any kind is not permitted in the Chapel or Sanctuary.

Fees for these services, including rehearsal and wedding ceremony, are found on page 14 of this booklet.

VII. YOUR PHOTOGRAPHER AND VIDEOGRAPHER

First Presbyterian Church recognizes the value of wedding photographs and videography. The church expects photographers and videographers to respect and abide by the rules and regulations that are listed below.

- Videographers and photographers are requested to wear business attire, dark in color. Suit and tie, or sport jacket and tie for men; suit, dress, or pantsuit for women is appropriate and encouraged.

PHOTOGRAPHER

The wedding is a service of worship.

- The ceremony begins with the first note of the organ prelude and ends with the last note of the organ postlude.
- No pictures may be taken in the Sanctuary or the Chapel either by professional or amateur photographers once the prelude has commenced or until the postlude is completed. *The only exception is the professional photographer may take one picture without flash or noise during the service from the rear balcony only.*
- Posed pictures are permitted before and after the ceremony in any part of the building. However, the Sanctuary or Chapel must be cleared forty-five minutes before the wedding.
- If all conditions are not met, First Presbyterian Church reserves the right to refuse a photographer the privilege of providing photography at this church.
- A photography “contract” is provided by your First Church Wedding Director. This contract is for the bride and the official wedding photographer. The document is to be read, agreed upon and returned to the Wedding Director thirty days prior to the wedding.
- The officiating pastor and/or the Wedding Director have full authority to insure compliance with this policy of the Session.

VIDEOGRAPHER

- Sanctuary - Two stationary manned cameras only may be placed in the Sanctuary. One camera may be placed in the balcony on the north side of the Sanctuary (near the eastern wall) or one camera may be placed in the balcony on the south side of the Sanctuary (near the eastern wall). One camera may be placed in the rear of the balcony nearest to the vestibule and farthest from the pulpit.
- Chapel - One stationary manned camera may be placed in the center of the balcony facing the pulpit, next to the front rail.
- No other video taping is permitted during the ceremony. Handheld video cameras are not allowed. Special lighting may not be used.
- Conduct in keeping with the solemnity of the occasion is expected.
- If all conditions are not met, First Presbyterian Church reserves the right to refuse a videographer the privilege of providing videography at this church.
- A videography “contract” is provided by your First Church Wedding Director. This contract is for the bride and the official wedding videographer. The document is to be read, agreed upon and returned to the Wedding Director thirty days prior to the wedding.
- The officiating pastor and/or the Wedding Director have full authority to insure compliance with this policy of the Session.

VIII. YOUR FLORIST AND DECORATIONS

A written agreement must be completed by the florist and wedding couple and returned to the church office thirty days before the rehearsal date. The decoration plan for the Sanctuary must be discussed with and approved by the Wedding Director.

1. The Communion Table may not be removed from the Sanctuary or Chapel. Nothing may be placed on the Communion Table, including flowers, decorations, coverings, or draping.
2. Decorations must be completed at least one hour in advance of the wedding ceremony. The Wedding Director will work with the florist to determine a time to decorate the church prior to the ceremony.
3. The florist is expected to remove all decorations and equipment promptly following the ceremony. If the couple desires to leave flowers for use in service of worship on Sunday, the Wedding Director must be notified at the time the wedding is scheduled.
4. Artificial flowers and greenery are not allowed. It is customary and preferable for fresh flowers and greenery to be used.
5. For safety reasons, aisle runners are not permitted.
6. Only dripless candles may be used in the church. The wedding couple will be responsible for any cleaning or repair fees caused by drippings from candles or any other accidents that may occur. No candles may be used or carried down the aisles of the Sanctuary or Chapel.

An arrangement for the use of hurricane shades with candles may be made with the Wedding Director. Standing candelabra may be used, if the Wedding Director so approves, taking into account space limitations, size of wedding party, and safety.

7. "Unity candles" and "sand services" are not used in the service of worship at First Presbyterian Church.
8. Pew bows made of ribbon, not plastic, are permitted, but must be attached with plastic clips. Please do not use nails, wires, tape, Plasti-Tak, or any other means of supporting floral arrangements that might damage the church or the furnishings.
9. Holiday decorations already in the church may not be removed or altered.
10. The Narthex may be furnished with floral arrangements on the existing tables. Furnishings in the Narthex are to remain in place.
11. To protect the building and preserve the grounds and walkways, no rice, birdseed, confetti, potpourri, bubbles, or anything else may be thrown either inside or outside the building.
12. If all conditions are not met, First Presbyterian Church reserves the right to refuse a florist the privilege of providing flowers at this church.
13. A floral "contract" is provided by your First Church Wedding Director. This contract is for the bride and the official wedding florist. The document is to be read, agreed upon and returned to the church office thirty days prior to the wedding.

14. Let your Wedding Director know whether your altar flowers will be given to the church in honor of your wedding, in honor of someone else, or as a memorial. If the flowers are not given to the church, then you will be responsible for having them removed from the Sanctuary or Chapel after your wedding.

IX. YOUR REHEARSAL & WEDDING DAY TIMELINE

YOUR REHEARSAL

Your wedding rehearsal is an essential part of the preparation for your wedding. Sanctuary and Chapel wedding rehearsals require about one hour. Food and alcohol are not allowed in the Sanctuary or Chapel. Remind your wedding party and rehearsal guests to dress with appropriate modesty. The rehearsal time needs to be coordinated with the minister.

YOUR REHEARSAL DETAILS

Who needs to be present?

Minister	Bride & Groom
Maid/Matron of Honor/Best Man	Bridesmaids/Groomsmen
Additional Attendants (Flower girl, Ring bearer, etc.)	Ushers/House Party
Parents of the Bride	Parents of the Groom
Grandparents (optional)	Scripture Reader (if needed)

- Plan for everyone to arrive 30 minutes before rehearsal time.
- The rehearsal will last approximately one hour.
- The Session of First Presbyterian Church asks that no member of the wedding party consume alcoholic beverages prior to the rehearsal or to the wedding.
- Remind those attending the rehearsal to dress with appropriate modesty.
- The Wedding Director will go over the entire wedding-day timeline at the rehearsal.
- Photography and videography (personal or professional) are allowed during the rehearsal.
- It is recommended that children under the age of six not participate in the wedding party.
- If flower girl and/or ring bearer over the age of six are in the wedding, an adult will need to remain with the children until they proceed down the aisle.
- A sound technician will be present at both the rehearsal and the wedding.

WEDDING DAY TIMELINE

- The church building will be opened three hours before the ceremony at which time the entire wedding party may plan to arrive.
- The florist may also arrive three hours before the ceremony to prepare the Sanctuary/Chapel for the wedding. If additional time is required, it may be arranged with your Wedding Director.
- The photographer should be ready to take pre-wedding photos 1 ½ hours before the ceremony.

X. INSTRUCTIONS FOR YOUR USHERS

- Ushers should arrive at the church one hour before the service unless they have been asked to arrive earlier for photographs.
- Ushers are expected to expedite the seating of guests to minimize both congestion and noise in the Narthex of the Sanctuary/Chapel entrance.
- Ushers should remind wedding guests whom they observe with cameras that no photographs will be allowed during the wedding ceremony.
- Ushers should remind wedding guests whom they observe with cell phones to silence the phone.
- Ushers will not be allowed to escort any guests to their seats once the mothers of the bride and groom have been seated. Late-arriving guests will be directed to seats in the rear of the church or in the balcony.

XI. YOUR WEDDING PROGRAM

As the bride, you have the choice to have a printed wedding program handed to your guests as they enter the church. If you decide to have one printed, *at your own expense*, please keep in mind that your wedding ceremony is a Service of Worship deserving of decorum and reverence. Wedding programs need to be at the church at the rehearsal the day before the wedding.

Because your wedding is a Service of Worship, First Presbyterian requires the following:

1. Your wedding program must reflect religious illustrations instead of secular ones.
2. These two statements must be included in your program:
 - a. As you enter the church, please have ALL communication devices in silent mode.
 - b. Respectfully refrain from taking photos and videotaping during the ceremony.

This church considers **the beginning of the wedding ceremony to be the first note of the organ prelude and the ending of the ceremony to be the last note of the organ postlude.** Guests are not permitted to take any pictures or to videotape during this period of time.

You are required to submit a final draft copy of your wedding program to the Church Office at least 30 days before your wedding date. Make sure that you have worked out the order of worship with the pastor and your music selections with the Director of Music and/or Organist before you submit your copy to the church office. The pastor, not you, has full authority over the order of worship at your wedding. After the final approval of your wedding program, no changes can be made.

The church office will be happy to answer your questions about wedding programs and may have samples available to review.

**WEDDINGS AT FIRST PRESBYTERIAN CHURCH
FAYETTEVILLE, NORTH CAROLINA**

MARRIAGE AND WEDDING CEREMONY WORKSHEETS

Wedding of Bride/Groom _____

Date of Wedding _____

Time of Wedding _____ Sanctuary _____ Chapel _____

Date of Rehearsal/Time _____

Minister(s) _____

SEATING OF THE FAMILY WORKSHEET

(This is a guideline to use for planning purposes only.)

Mother of the Bride _____

Escorted to Seat by: _____

Maternal Grandmother of Bride _____

Escorted to Seat by: _____

Fraternal Grandmother of Bride _____

Escorted to Seat by: _____

Mother of the Groom _____

Escorted to Seat by: _____

Maternal Grandmother of Groom _____

Escorted to Seat by: _____

Fraternal Grandmother of Groom _____

Escorted to Seat by: _____

Ushers:

Number of rows to reserve for family seating:

(_____ per row/Sanctuary: _____ per row/Chapel)

Bride _____ Groom _____

Do you desire to use the First Presbyterian Church reserved seating markers to mark off the family seating? _____

Ushers will meet with the Wedding Director one and a half hours before the service to walk through their responsibilities.

Bride's Side Seating

Row 1 _____

Row 2 _____

Row 3 _____

Groom's Side Seating

Row 1 _____

Row 2 _____

Row 3 _____

BRIDE AND GROOM ATTENDANTS' WORKSHEET
(This is a guideline to use for planning purposes only.)

Bride's Attendants:

Maid/Matron of Honor:

Bridesmaids:

Honorary Bridesmaids:

Flower Girl(s) _____

Groom's Attendants

Best Man: _____

Groomsmen:

Ushers: (Include Groomsmen who will be Ushers)

Ring Bearer(s) _____

PLANNING THE ORDER OF SERVICE WORKSHEETS

(This is a guideline to use for planning purposes only.)

Wedding of _____
Date of Wedding _____
Time of Wedding _____
Location: Sanctuary _____ Chapel _____
Minister(s) _____
Name of vocalists (if using) _____
Names of additional instrumentalists (if using) _____
Prelude Music (15-30 minutes) _____

- Seating of the family
- Solo (optional)
- Chiming of the hour
- Processional
- Bride's Processional
- Call to Worship
- Hymn sung by congregation (optional)
- Opening Prayer
- Questions of Intent
- Relinquishment of the Bride
- Scripture Reading
- Wedding Meditation or Charge to the Bride and Groom
- Exchange of Vows
- Exchange of Rings
- Prayer for the Bride and Groom
- Lord's Prayer prayed by congregation or sung by soloist
- Solo (optional)
- Pronouncement of Marriage
- The Benediction
- The Recessional
- The Postlude (optional)

XI. EXPENSES AND FEES

1. Use of the Church

All fees should be received in the church office no later than thirty days prior to the wedding.

No charge is made for the use of the church facilities by members. Fees charged cover the cost for custodial fees and utilities.

A. Custodial Fees for Members and Non-Members

- Chapel.....\$200.00
- Sanctuary.....\$350.00
- Parlor.....\$100.00
- Fellowship Building.....\$250.00
- Bride’s Room.....No Charge
- Eller Hall.....\$150.00

B. Facilities Fees for Non-Members

- Chapel.....\$750.00
- Sanctuary.....\$1200.00
- Parlor.....\$100.00
- Fellowship Building.....\$1000.00
- Bride’s Room.....\$100.00
- Eller Hall.....\$500.00

2. Music Fees

- Organist.....\$300.00
- Practice per soloist.....\$50.00

3. Wedding Director

- The use of a First Presbyterian Church Wedding Director is necessary.
The fee is.....\$250.00

4. Honorarium for Pastor

- It is appropriate for the officiating Pastor to receive an honorarium. Customarily, this honorarium for the pastor is the responsibility of the Groom. The Wedding Guild recommends a minimum of \$300.00.

5. Sound Technician

- Chapel.....\$120.00
- Sanctuary.....\$160.00
(Fee includes an audio recording for the bride.)

Payment to First Presbyterian Church, the organist, the Wedding Director, the minister, and the sound technician will all require separate checks.

WEDDING CONTRACT AND POLICY AGREEMENT

After reviewing the contents of the First Presbyterian Church wedding book, I agree to follow these policies as stated herein and will do my utmost to see that members of my wedding party understand and follow the policies.

Bride _____

Groom _____

Date: _____

PLEASE RETURN THIS SIGNED AGREEMENT TO THE FIRST PRESBYTERIAN WEDDING DIRECTOR AT THE ADDRESS BELOW NO LATER THAN 30 DAYS PRIOR TO THE WEDDING DATE.

Wedding Director
First Presbyterian Church
P.O. Box 569
Fayetteville, North Carolina 28302

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