WEDDING BOOKLET



FAYETTEVILLE, N.C.

MINISTER
Dr. Mike Garrett

MUSIC DIRECTOR

Dr. Marcia Mervin

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YOUR WEDDING

at First Presbyterian Church, Fayetteville, N.C.

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 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 the ministers of First Presbyterian Church, the wedding director, and organist/music director will supervise and help you plan your wedding. This booklet should be a helpful resource for your planning. You may also call the Minister's Administrative Assistant (910-483-0121) with any questions.

There are many different understandings of marriage today. The Christian, Reformed, and Presbyterian understanding of marriage, which guides our church is found in our Book of Order:

Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

Christian marriage is not only a personal decision and legal contract made between two persons who love each other. It seeks the blessing of God and acknowledges the aid and authority of the church in preparing a couple for marriage. Therefore, according to the Book of Order:

...a couple may request that a service of Christian marriage be conducted by a minister of the Word and Sacrament in the Presbyterian Church (U.S.A.) who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the minister...who may agree to the couples request only if, in the judgement of the minister... the couple demonstrate sufficient understanding of the nature of the marriage contract and commitment to living their lives together according to its values. In making this decision the minister...may seek the counsel of the session, which has authority to permit or deny the use of church property for a worship service.

The aid and authority of the church includes not only instruction for the couple in the nature and values of Christian marriage. It extends, in consultation with the couple, to the design and supervision of the service itself by the minister and others appointed by the church to aid in this act of worship. Again, according to the Book of Order:

The marriage service shall be conducted in a manner appropriate to this covenant and to the forms

CONT'D.

of Reformed worship, under the direction of the minister of Word and Sacrament and supervision of the session.

Few things will have a greater impact on the course of our life than the person we marry. Christian marriage is a recognition of both the great joy and profound significance of entering into this covenant.

MEETING WITH THE MINISTER

In preparing for your wedding at First Presbyterian Church, you should immediately make contact with the First Presbyterian Church minister 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 Church ministers require pre-marital counseling. As a rule, you will have two or three of these sessions with the minister, arranged for mutually convenient times. At your initial contact with the minister, you may discuss counseling appointment dates. Counseling sessions need to be completed 30 days before the wedding.

Please note that a First
Presbyterian Church minister is
required to officiate at your
wedding. Please consult with this
minister should you desire
another minister in your
wedding service.

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 minister'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.

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.

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, smoking is permitted in any church facility or on the church campus.
- 6. Alcoholic beverages may not be brought onto or consumed in any

- church properties or its facilities.
- 7. To protect the building and preserve the grounds and walkways rice, birdseed, confetti, and potpourri are forbidden from being 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. Gum, food, and drinks are prohibitted in the Chapel and Sanctuary during wedding rehearsals and wedding ceremonies.
- 12. Assign someone to pick up your items in the rooms after the wedding.

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 and at the rehearsal when needed.

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 and at the rehearsal when needed.

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 in Eller Hall under the porte co·chère, and in the McInnis Garden.

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.

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 sacred and 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 Presbyterian 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.
- 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.

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 are appropriate and encouraged.

THE 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 one exception is the professional photographer may sit in the balcony, center back section, and take pictures if the camera is silent and there is no flash. The photographer cannot move around and must remain stationary.

- 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 Presbyterian 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 or church office thirty days prior to the wedding.
- The officiating minister and/or the Wedding Director have full authority to insure compliance with this policy of the Session.
- Conduct in keeping with the solemnity of the occasion is expected.

THE VIDEOGRAPHER

- Sanctuary Only two stationary manned cameras 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 minister and the Wedding Director have full authority to insure compliance with this policy of the Session.

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.

Your wedding rehearsal is an essential part of the preparation for your wedding and will require approximately 1.5 hours. Food and alcohol are not allowed in the Sanctuary or Chapel. The rehearsal time needs to be coordinated with the minister.

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
Parents of the Bride/Groom
Grandparents (optional)
Scripture Reader (if needed)
Organist
Sound technician

- Plan for everyone to arrive 15 minutes before rehearsal time.
- The rehearsal will begin at the stated time and last approximately 1.5 hours.
- The Session of First
 Presbyterian Church asks that
 no member of the wedding
 party consume alcoholic
 beverages prior to the
 rehearsal or the wedding.

- Those attending the rehearsal are asked 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 children are in the wedding (i.e. a ringbearer, flower girl(s)) an adult will need to remain with the children throughout the entire rehearsal. Children should not be left unattended.
- A sound technician will be present at both the rehearsal and the wedding.
- The Wedding Director will be glad to meet with the wedding day planner before the rehearsal to discuss placement of bridesmaids and groomsmen, the processional, and recessional. The minister and the Wedding Director of First Presbyterian Church are in charge of the rehearsal and the wedding service.

WEDDING DAY TIMELINE & DETAILS

- 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.
- The wedding processional will begin at the announced time of the wedding. Mothers are traditionally seated five minutes before the processional and grandparents are seated 10-15 minutes before the processional.
- If children are in the wedding (i.e. a ringbearer, flower girl(s)) an adult will need to remain with the children until they proceed down the aisle. The adult needs to remain in the Sanctuary/Chapel until the service is over. Children not be left unattended at any time.

INSTRUCTIONS FOR YOUR USHERS/GROOMSMEN

- 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 photography will not 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. Latearriving guests will be directed to seats in the rear of the church or in the balcony.

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 ready and at church during rehearsal. 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 recording video during the ceremony.
- 3. You are required to submit a final draft of your wedding program to the Church Office at least 30 days before your wedding date.

Items to consider when drafting the order of worship/wedding program:

CONTINUED ON THE NEXT PAGE

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.

Make sure that you have worked out the order of worship with the minister and your music selections with the Organist/Music Director before you submit your copy to the church office. The minister has full authority over the order of worship at your wedding. Changes to your wedding program cannot be made after it has been approved by the minister.

MARRIAGE AND WEDDING CEREMONY

WEDDING OF BRIDE/GROOM

•••••••		
DATE OF WEDDING		TIME OF WEDDING
	•.	
SANCT	JARY OR CHAF	PEL
••••••	••••••	•••••
DATE/TI	ME OF REHEAR	RSAL
•••••		
N	MINISTER(S)	
••••••	••••••	•••••
SEATING	OF THE FA	MILY
for plann	ing purposes o	nly
MOTHER OF THE BRIDE escorted to seat by		
MATERNAL GRANDMOTHER escorted to seat by	OF THE BRIDE	
FRATERNAL GRANDMOTHER escorted to seat by	OF THE BRIDE	

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CONTINUED ON THE NEXT PAGE.

SEATING OF THE FAMILY, CONT'D.

for planning purposes only

escorted to seat by
MATERNAL GRANDMOTHER OF THE GROOMescorted to seat by
FRATERNAL GRANDMOTHER OF THE GROOMescorted to seat by
USHERS
NUMBER OF ROWS TO RESERVE FOR FAMILY SEATING
BRIDE'S FAMILY
per row/Sanctuary per row/Chapel
GROOM'S FAMILY
per row/Sanctuary per row/Chapel
Would you like to use the First Presbyterian Church reserved seating markers to identify family seating? (Y/N)
Ushers will meet with the Wedding Director one and a half hours before

BRIDE'S SIDE SEATING	GROOM'S SIDE SEATING
Row 1	Row 1
Row 2	Row 2
Row 3	Row 3
	ATTENDANTS WORKSHEET g purposes only
Tor pranting	g purposes only
BRIDE'S ATTENDANTS	
Maid/Matron of Honor	Honorary Bridesmaids
Bridesmaids	
	Flower Girl(s)

CONTINUED ON THE NEXT PAGE.

BRIDE AND GROOM ATTENDANTS WORKSHEET

for planning purposes only

GROOM'S ATTENDANTS

Best Man	Ushers (include Groomsmen who will be Ushers)
Groomsmen	
	Ring Bearer(s)

THE ORDER OF SERVICE WORKSHEET

for planning purposes only

WEDDING OF	
DATETIM	E
SANCTUARY OR CHAPEL	
MINISTERV	OCALIST(S)
ADDITIONAL INSTRUMENTALIST	S if applicable
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)

A wedding at First Presbyterian Church is available to members of the church and children who grew up in the church.

All fees are due 30 days before the wedding. Separate checks are necessary for First Presbyterian Church, the organist, the wedding director, the minister, and the sound technician.

A. CUSTODIAL FEES

Chapel	\$200
Sanctuary	\$350
Parlor	\$100
Fellowship Building	\$250
Eller Hall	\$150

B. MUSIC FEES

Organist	\$350
Practice per Soloist	\$50

C. WEDDING DIRECTOR \$300

The use of a First Presbyterian Church Wedding Director is required.

D. SOUND TECHNICIAN \$150

Extra sound check for soloists/instrumentalists \$50

E. HONORARIUM FOR MINISTER \$300

It is appropriate for the officiating Minister to receive an honorarium. Customarily, this honorarium for the pastor is the responsibility of the Groom. The Wedding Guild recommends a minimum of \$300.

WEDDING CONTRACT & 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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