

Statement for the wedding of:

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Date of ceremony: \_\_\_\_\_

Fees:

Sanctuary \_\_\_\_\_

Fellowship Hall \_\_\_\_\_

Minister \_\_\_\_\_

Organist \_\_\_\_\_

Custodian \_\_\_\_\_

Deposit \_\_\_\_\_

Date Deposit paid \_\_\_\_\_

Due by Rehearsal \_\_\_\_\_

Date Balance Paid \_\_\_\_\_



## Introduction

“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.”

The rite of Christian Marriage is an act of worship with the purpose of expressing praise and thanksgiving to God for the gift of marriage. It embodies the Trinitarian faith of Christian community and assumes that at least one of the marriage partners is a member of a Christian community. Moreover, it assumes that the promises of marriage are to be made in response to the Word of God, in the context of prayer, and in the presence of the community of faith.

We are delighted that you have chosen to be married in the church, for it is the most appropriate place for the marriage of Christians. It is our desire to assist you in making this one of the most meaningful events in your life. These guidelines and policies have been prepared to help bring a sense of ease to your planning and to help you understand some of the important issues surrounding a church wedding. Any deviation from them will require approval by the Session of the Church. If you have any questions regarding either a policy or procedure feel free to discuss it with the Pastor or the Session.

## Pre-Wedding Arrangements

A wedding in the sanctuary should be registered on the church calendar as early as possible, to avoid disappointment over conflict of dates. A phone call of inquiry is not enough to make a reservation. confirmation of a reservation will be made in the following manner:

9. Movement in the sanctuary during the service for the purpose of any form of photography will not be tolerated.
10. It will be the responsibility of the photographer to pay for any damages he or she might cause to the building or its furnishings. Any repairs must be made to the satisfaction of the Administration Committee.
11. Final approval of details and arrangements for all services within the church rests with the pastor.
12. The unwillingness to abide by these guidelines may be cause for a photographer to be denied the privilege of photographing future weddings at First Presbyterian Church of Ashland.

## **Guidelines for Photographers/Videographers and/or Video Tapes**

The capturing of activities on film has become an important part of the modern wedding. First Presbyterian Church is happy to cooperate with you in performing this role and requests that you cooperate with the pastor and other members of the church staff as they perform their duties. We ask that you abide by the following guidelines:

1. The church wedding is above all other things a Service of Divine Worship. We will not tolerate anything that detracts from this reality.
2. No flash or auxiliary lights will be permitted once the minister has taken his or her place in the sanctuary.
3. Photographs of the bride entering the sanctuary are permitted, provided they are taken from behind the last row of pews.
4. Two or three available light pictures (no flash) may be taken from the balcony of the church during the service. Care is to be taken to avoid undue noise, and it is suggested that such pictures be taken when there is music to cover the sound of the shutter.
5. Photos may be taken of the bride and groom as they move up the aisle after the benediction. But they must be taken from behind the last row of pews.
6. It is permitted to take posed photos before the service, but the sanctuary must be cleared 30 minutes before the service is to begin. Sanctuary appointments are not to be moved or altered in any way by the photographer.
7. Posed photos may also be taken after the ceremony. However, the photographer is reminded to keep this session brief, so as not to delay other festivities. The pastor is happy to pose for whatever reenactments the photographer might like. Please advise the pastor if this is your desire.
8. Video taping is allowed under special arrangements by the pastor. Placement of the camera must be approved by the pastor. The camera(s) is (are) to be in a fixed location, out of the traffic pattern of the congregation. The preferred location for this photography is the balcony.

For church members, the church will be considered reserved when a church reservation form has been completed and returned to the church office.

For non-church members, the church will be considered reserved when a church reservation form has been completed, returned to the church and the appropriate deposit has been made.

All reservations will be on a first come first served basis. These arrangements may be made through the church secretary who keeps the church calendar. The office phone number is 324-4122.

In addition to making a reservation of the church facilities, the bride and groom will need to secure the wedding license from any county clerk within the Commonwealth of Kentucky. The license must be in the hands of the minister by the time of the rehearsal, so it may be properly completed.

### **Arrangements with Pastor(s)**

As a part of selecting a date for your wedding you should first consult with the pastor your desire to perform the ceremony, since schedules are made far in advance. During times when the church is served by more than one pastor, it is your obligation to choose the pastor you wish to conduct the service.

All weddings at First Presbyterian Church will be under the direction of the pastor. Occasionally a family wishes to have another clergy person share in the service. This is permissible, but only after consultation with and at the invitation of the pastor.

Those desiring to be married at First Presbyterian Church will be expected to meet with the pastor for pre-marital conferences.

## Service and Music

Ordinarily the wedding service will be taken from one of the Presbyterian approved service books. Any changes from this must be approved by the pastor.

Music is expected to be of a sacred nature, in keeping with a service of divine worship. A sense of reverence and discretion should guide the selection of all music. Selections shall be guided by the Organist and Pastor, with final determination of appropriateness of music resting with the Session of the church. A sample list of suggested music is found at the end of this booklet.

The use of hymns in weddings is encouraged. This adds a wonderful sense of participation for the congregation.

The church organist will play for all weddings conducted in the church. In the event that another organist is desired, the request must be made to and approved by the church organist. It is necessary for the bride and groom to schedule a consultation with the organist concerning choice of all music. If a soloist is to be used, it is the bride and groom's responsibility to arrange for a rehearsal with the organist.

The use of appropriate bulletins for the service is encouraged, but it is your responsibility to produce them

## Other Arrangements

You will be responsible to make the necessary arrangements with others who might assist you in your wedding. It should be clear that all persons and functions are subject to the direction of the Pastor and these guidelines. You will be given separate sheets to pass on to your florist and photographer.

A. Photographers may be engaged but no flash photographs are to be taken in the sanctuary from the time the service begins until the ceremony has been completed. Pictures may be posed in the

## Guidelines for Florists

Arrangements for decoration of the sanctuary must be made by the bride and groom or their representative. All decorations should be planned in keeping with church furnishings and equipment and should harmonize with the symbols of the sanctuary. All decorations, flowers and appointments should be appropriate to the place of worship, enhance the worshiper's consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

1. All decorating and arranging must be completed 2 hours prior to the starting time of the service.
2. Placement of special equipment for the service (e.g., unity candle and kneeling rail) must be approved by the pastor.
3. No sanctuary appointments (e.g., chancel cross) are to be moved or altered by the florist. Design of floral arrangements should take into consideration the appointments and their locations.
4. Times may be arranged for florists to come and view the sanctuary during regular church business hours (9:00 –5:00 weekdays).
5. Set-up time may be arranged by calling the church office at 324-4122.
6. Tacks, nails, pins, screws, tape, or gum are not to be used to fasten decorations to the walls or any wooden surfaces.
7. Proper protection against damage caused by candle drippings must be provided by the florists or decorator.
8. Because the sanctuary is carpeted, use of aisle runner is optional, and for safety reasons is actually discouraged.
9. Any damage done to the building or furnishings will be paid for by the florist or decorator. Repairs must be made to the satisfaction of the Building & Grounds Committee.
10. Final approval of any details and arrangements for all services within the church rests with the pastor.

## Hymns:

Be Thou My Vision  
For the Beauty of the Earth  
O Perfect Love  
Joyful, Joyful, We Adore Thee  
Praise My Soul, the King of Heaven  
Savior, Like a Shepherd Lead Us  
I Was There to Hear Your Boring Cry

## Vocal Music:

My Heart Ever Faithful	Bach
Jesus, Lead Our Footsteps Ever	Bach
Jesu, Joy of Man's Desiring	Bach
Wedding Song	Bender
God is My Shepherd	Dvorak
I Will Sing New Songs of Gladness	Dvorak
Sing Ye a Joyful Song	Dvorak
Entreat Me Not to Leave You	Gore
The Gift of Love	Hopson
Jesus, Stand Beside Me	Lovelace
A Wedding Benediction	Lovelace
O Lord Most Holy (solo or duet)	Franck
The Greatest of These is Love	Moe
The Call From FIVE MYSTICAL SONGS	V. Williams
The Lord's Prayer	

sanctuary before or after the ceremony, but all photographic activities must be completed at least thirty minutes before the beginning of the service.

- B. Florists may be used to decorate the sanctuary. However, it is to be remembered that decorations should be planned in accordance with church furnishings and equipment. Simplified decorations that harmonize with the symbols of the sanctuary are most appropriate. Decorations must not interfere with the movement of the wedding ceremony and care must be taken to see that floors, rugs and furnishing are not damaged. Candles may be used, but precautions must be taken to protect from dripping or other damage. Florists or decorators will be held responsible for damage caused by their work.
- C. If a wedding consultant is employed, it must be understood that this will be for areas not related directly to the wedding service. The wedding and rehearsal are under the direction of the Pastor who has been professionally trained in proper liturgical practices for weddings.
- D. If a caterer is employed, he or she will be responsible for all the equipment used and for the complete cleaning and putting in order of the kitchen. Any damage or loss of equipment will be billed to the caterer. The caterer will work under the rules and regulations governing kitchen use as established by First Presbyterian Church.

## Building Use

The sanctuary seats approximately 300 people. Additional chairs may be placed in the narthex to increase seating to 350 to 380. The Fellowship Hall is available for non-alcoholic receptions and will accommodate 300 to 350. Rooms are available for the bridal party. However, the church will not assume responsibility for valuables that are left in these rooms during the service. Valuables should be left at home or locked in the trunk of a car during the service. Special parking privileges may be secured through the office of the Chief of Police of the City of Ashland.

## Schedule of Fees

Wedding Fees are as follows:

	Members	Non Members
Building Use		
Sanctuary	no fee	\$750
Fellowship Hall	no fee	\$200
Organist	\$200	\$200
Minister	no set gratuity	\$200
Custodian		
Wedding	\$200	\$200
Reception	\$100	\$100
Sound System if used	\$100	\$100
Bulletins if printed by the church	\$20	\$20

### Payment of Fees

**Minister:** Directly to the minister at the start of the rehearsal.

**Building use fees:** These fees are to be paid two weeks before the wedding through the church office. Includes a \$100 non-refundable deposit.

**Organist:** Directly to the organist at the start of the rehearsal. Negotiable depending on the size of wedding.

**Custodian:** Payable through the church office or directly to the custodian, at the start of rehearsal.

## Suggested Music (Partial List) for Weddings

### Instrumental Music for Prelude:

A wide variety of organ music is appropriate and available for the pre-service music. Suggested choices include:

1. Arrangements of appropriate hymn tunes,
2. Short pieces by 18th century composers such as Bach, Handel, and Telemann,
3. Preludes and Fugues from the pre-Baroque and Baroque eras,
4. Movements from organ symphonies, sonatas and suites,
5. Shorter pieces from the Romantic era by Vierne, Franck, Rheinberger, Mendelssohn, etc.,
6. Trumpet tunes and toccatas from all periods,
7. Selections by 20th century composers such as Langlais, Massiaen, Peeters, Hancock, Held, Hopson, Manz, etc.

### Processionals and/or recessionals:

Processional for Joy	Hopson
A Wedding Processional	Near
Trumpet Voluntary in D Major	Purcell
Wedding Processional	Shaw
Selected Preludes, Fugues and Toccatas	Bach
Rigaudon	Campra
Trumpet Voluntary	Clarke
Hornpipe (Water Music)	Handel
St. Anthony Chorale	Haydn
Trumpet Tune in D Major	Johnson
Choral	Jongen
Now Thank We All Our God	Karg-Elert
Fanfare	Lemmens