

Wedding Policy

First Presbyterian Church Pensacola, Florida

A GUIDE FOR WEDDINGS IN THE FIRST PRESBYTERIAN CHURCH
PENSACOLA, FLORIDA

Revised June 2018

(BO = Book of Order, Presbyterian Church, U.S.A.)

PREFACE

“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.” (B.O. W-4.9001)

Because we, who are a part of First Presbyterian Church, Pensacola, desire that weddings which take place here have the utmost meaning and be memorable occasions for all concerned, we offer to you the following guidelines. We offer them not to restrict, but in hopes they will help make your wedding one of the happiest and holiest moments of your life. We have found that careful and cooperative planning begun as soon as a wedding date is contemplated will enable the preparation, as well as the wedding to be a meaningful and memorable event to all concerned.

The Worship & Music Ministry Team

ARRANGEMENTS

All arrangements pertaining to the service of marriage shall be made in consultation with one of the pastors of First Presbyterian Church as our church considers the marriage ceremony a service of worship. Therefore, the minister must first give his/her approval as to the appropriateness of the order and content of the service. (prior to publication)

Therefore:

1. It's important that before any news releases, invitations, "save the date announcements," or other notices are given, arrangements shall be made with one of the church's pastors: These should include couple and minister agreeing upon and arranging for:
 - a. date, time and place of wedding and rehearsal
 - b. dates of premarital conferences with the minister
 - c. scheduling of church facilities with the Church Secretary for use of the sanctuary, chapel, or church parlor; rooms for dressing, adequate decorating time, and use of the Jane C. Noonan Center, if desired. Information must be placed on the church calendar.
 - d. approval by the minister of any guest minister to assist in officiating
 - e. minister's assurance that the impending marriage is in keeping with the Presbyterian Church USA Book of Order guidelines. (B.O. W-4.9000ff)
2. The church's wedding coordinator and Church Music Director are to immediately be contacted. (The minister or the church secretary can furnish their names and telephone numbers.)
3. The Worship & Music Ministry Team and the Church Session must grant approval for all "non-member weddings"
4. The marriage license should be obtained as soon as possible (but no sooner than 30 days prior to the service) and dropped off at the church with the Pastor's Secretary or the Pastor no later than the day preceding the wedding.
5. All applicable fees including the signed Agreement found on the last page of this policy should be given to the Pastor's Secretary two weeks prior to the wedding. See list of applicable fees. (pages 8-10).

MUSIC

"Music suitable for the marriage service directs attention to God and expresses the faith of the church." (B. O. W-4.9005)

If desired, the congregation may join in the singing of hymns or songs of praise and prayer.

1. The worshipful nature of a marriage ceremony presupposes the use of music that is appropriate to both the setting and the sacred nature of the service. **The Church's Director of Music is responsible for, and therefore, the final authority as to what music is or is not used for weddings.** (This includes vocalist, and other desired musicians.)
2. Of course, the church is equipped with a pipe organ, and a grand piano, which are ordinarily used at weddings in the sanctuary. Other appropriate instruments may be used in consultation with the Minister and Director of Music. Recorded music is not allowed.
3. The church Director of Music is charged with providing music at all worship services and the bride and groom have the responsibility of consulting with him/her on the choice of music. Music other than sacred/religious requested for use should be appropriate to the occasion and approved by the Director of Music and the Minister.
4. In the event the Director of Music / Organist is unavailable for the wedding he/she or the minister will furnish the name of an approved organist. (See fee schedule.)

FACILITIES

1. The Sanctuary has a seating capacity on the lower level (the nave) of 450, and 90 in the balcony. The chapel will seat 85.
2. The church parlor or Jane C. Noonan Center may be used for receptions. Ordinarily ALCOHOLIC BEVERAGES are not permissible on church property. Exception: Champagne and/or wine may be served in the Jane C. Noonan Center for receptions.
3. Kitchen facilities off the parlor are available. (Of course, arrangements must be made to assure these are left clean for use the following day.)
4. Kitchen facilities in the Jane C. Noonan Center are available. (see "Guidelines for Use of the Jane C. Noonan Center." A copy may be obtained from the church secretary.)
5. Designated rooms may be used for gathering or dressing before and after the wedding. The Parlor is ordinarily used by the bride and her attendants. The gentlemen (ushers/groomsmen, etc.) ordinarily gather in the church Library. If snacks are desired, they may be placed on a table outside the Library or Parlor. (Please arrange to have someone clear these rooms as soon as possible after the wedding service.)

(Some have found it helpful to have a large bag for each member of the wedding party, individually labeled. All articles can be placed in appropriate bags and someone delegated to collect the bags.)
6. For safety and ecological reasons the church requests that no rice, confetti, birdseed, flowers, or similar material be thrown inside or outside the church buildings. (If a "send off" from the church is desired some have found individual "bubbles" a safe and ecological sound alternative, however most couples wait until following their reception for the "send off.")
7. Please - NO SMOKING in the church buildings.

NOTE: The church will, of course, make every reasonable effort to protect articles brought to the church, but can not be responsible or liable for such items if lost, damaged or stolen.

CHURCH CUSTODIAN

1. Weddings and connected events fall outside the regular services of our custodians, and yet their services are important and needed for these events.*
2. The Wedding Coordinator ordinarily arrives 15-30 minutes prior to scheduled arrival of attendants on the day of the Wedding and tends to any pre-service duties. The custodian ordinarily arrives one hour prior to the wedding, will manage the heating, cooling and lighting and will remain through the wedding (until everything is clean and ready for Church use) and will remain for the reception, if one is held in the parlor or other church facility. The custodian will ordinarily be present at the rehearsal.
3. The custodian will vacuum and generally clean and straighten the areas used and get the areas in order for the next day. The custodian will also remain in the church and the church will remain open only until the decorations are removed. (Please notify the custodian and the Wedding Coordinator of this schedule as arrangements must be made by the wedding party for dishes to be cleaned, stored, and kitchen cleaned, if used.) (see Decorations)
4. Please remove any clothing or other personal items from the church building as soon as possible following the wedding service. (No later than as soon as sanctuary photography following the service is completed.)

*NOTE: If the chapel is used for a small, informal, family type wedding, the services of the custodian may not be necessary. (This will be determined by the minister.) (See fees schedule.)

DECORATIONS

“Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.” (B.O. W-4.9005)

The interiors of the sanctuary and chapel are dignified and beautiful. The church advises simple decorations which enhance that beauty. Guidelines have been created to preserve the worshipful atmosphere and to safeguard the furnishings.

1. Properties:
 - A. The Communion Table may be relocated but must remain prominent in the sanctuary.*
 - B. The baptismal font must also remain prominent in the sanctuary.*
 - C. The flags may be removed, but must be returned following the service.
 - D. A kneeling bench, two candelabra, two small white tables, and two round tables, are available.
 - E. Please do not fasten decorations to church furnishings with tacks, pins, nails, tape, wire or adhesive. (elastic, ribbon, or tulle are recommended)
 - F. Paraments (the embroidered liturgical hangings on the pulpit and lectern) are white in color for weddings. *
 - G. The Piano may be moved toward the outside wall and the Chancel furniture, pews, etc, are to remain “as is.” *

* Custodian will move for rehearsal and replace following wedding service

2. Flowers:

- A. Appropriate flowers and/or foliage may be used in the chancel area, in windows, or on pew ends, and, of course, must be secured without damaging the wood finish.
- B. If you desire, the flower arrangement(s) in the chancel may be left for use on Sunday. Please advise the Wedding Coordinator as far in advance as possible so that she may arrange for scheduling. If other arrangements for flowers on that Sunday have already been made, the wedding flowers can be placed in the parlor for use at the Sunday fellowship hour if desired.
- C. Flowers for the wedding party may be delivered to the church parlor for distribution.
- D. Arrangements should be made to have flowers delivered to the church at a time when the custodian is available. (Check with the custodian or church office to determine this.)
- E. In the chapel a single arrangement on the Communion Table is sufficient.
- F. Center flower arrangements should be prepared with care to properly fit the space and be placed in leak proof containers. (Optimum size is for stems to be not more than 16 inches up the cross (60" from bottom of the step or 65" from the floor).
- G. All flowers, potted plants, palms and other greenery should have protective mats in clear plastic under them to protect the carpet, furnishings, or window sills.
- H. Flowers strewn down the aisle must be either white or silk.

3. Lighting

- A. If candles are used, please use "dripless" candles, with clear plastic sheeting placed under them to prevent drippings.
(FYI Avoid placing candles in front of air ducts.)
- B. For safety reasons candles may not be used on the pews.
- C. Candles in the windows should have globes, and be dripless. Also please cover the woodwork.
- D. If the family has no use for any candles remaining, the church would be delighted to recycle them. Please arrange with the florist to leave them in the church office.
- E. If directed ambient electric lighting is used, check the lighting effects at the same hour of the day as the wedding is scheduled. (Custodian or wedding coordinator will see to this.)

4. **Removal** of Decorations:

All decorations, except those being used for a future worship service must be removed as soon as possible immediately after the ceremony. Please be sure the florist understands that they are to return immediately following the service and clear the sanctuary. If the florist will not remove the decorations immediately (as is sometimes the case in Saturday evening weddings) arrangements should be made to have them removed. The custodian will remain until this is done, but this is not the custodian's responsibility and must be done as soon as possible after the service is over.

PHOTOGRAPHY, VIDEOTAPING, AUDIO RECORDING

First Presbyterian Church recognizes that the most lasting and cherished memories of a wedding are often evoked by the photographs and videos, the sights and sounds, as it were of the special day. For that reason we heavily encourage the taking of pictures and the filming of video as well as the recording of the sounds (through our sound technicians) of this most special event. However, because the wedding ceremony is first and foremost a service of worship, and because indiscriminate and inconsiderate photographers can distract and even ruin a most sacred moment for not only the bride and groom but for all the worshippers, we strongly request the following guidelines be followed. (We will make every effort to be as flexible as possible if given previous knowledge as to photographic desires, but please understand that the integrity of the worship experience will be of utmost importance in any decision.)

1. The photographer should check-in with the Wedding Coordinator upon arrival at the church.
2. Pre-wedding pictures of the wedding party and family may be taken prior to the ceremony in the sanctuary, chapel, parlor or other areas. These are best completed prior to arrival of guests (45-50 minutes before service).
3. **No artificial light-aided (flash) pictures may be taken during the ceremony.** In this era of digital photography most cameras, especially those of a professional photographer, are able to take excellent pictures using existing lighting conditions and without shutter click. If this is the case in a sanctuary wedding, the photographer may take available light pictures during the ceremony from the rear of the sanctuary or from the balcony, provided this can be done inconspicuously. Pictures may be taken of the bride in the narthex before she enters the sanctuary and the bride and groom as they are coming back down the aisle. Also, inconspicuous remote cameras may be used (cameras operated from remote locations) if they are placed in areas not visible or distracting to participants or worshippers. (Please advise the wedding coordinator of photographic desires along these lines.)
4. Videos may be taken from the balcony but cannot obstruct any guests' view and would ordinarily be fixed in place or on a tripod with operator (if needed) seated throughout the ceremony.
5. Ushers/Groomsmen/Bridesmaids/ family members, and others should request their family members or guests who might be carrying cameras and/or camcorders that there will be numerous opportunities for pictures before and after the service, and that you and the church respectfully request no pictures be taken in the sanctuary once guests have begun to be seated. The wedding party may, of course, return to the chancel area immediately following the ceremony for pictures.
6. All contracted photographers should be suitably dressed for a church service.

USE OF SANCTUARY OR CHAPEL FOR WEDDINGS OF NON-MEMBERS

1. The sanctuary, chapel, Jane C. Noonan Center and church parlor may be used by those who are not members of First Presbyterian Church, Pensacola, Florida. The minister, in consultation with the Worship & Music Ministry Team, may give permission for use of the sanctuary or chapel.

A. When a member of the immediate family of the bride or groom is an active member of the church.

B. When the immediate family of either have been active in the past

C. When at least one of the parties to be married is a member in good standing of another Presbyterian Church (U.S.A.) in the community whose sanctuary is under repair or not yet constructed.

D. When one of the partners is a member in good standing of a Presbyterian Church (U.S.A.) in another city and either partner is temporarily living in Pensacola in military service or school.

E. When extraordinary situations, conditions, or circumstances are deemed reasonable or justified.

2. Non-members having permission to use the sanctuary or chapel for a wedding may also use the parlor or Jane C. Noonan Center for a reception under “Guidelines for Use of Jane C. Noonan Center.”

3. In any of these circumstances, one of the pastors of the First Presbyterian Church will ordinarily conduct the service. In case the bride or groom is a member of another Presbyterian church in the community, the minister of that church may perform the service. That minister should be approached and asked by one of the parties to be married. This must be approved by the Pastor and Session.

4. All persons requesting marriage in this church shall first arrange for premarital conference(s) with the minister.

5. Dates for weddings shall be placed on the church calendar and will be available for newspaper release only after consultation with the minister and the approval of the wedding by the Session.

6. The facilities of the church are not available for use by non-members on a purely rental basis. (exception is item 1.E above)

7. The couple holding an approved non-member wedding in the church shall be expected to contribute toward defraying the cost of the use of the facilities as follows (except in cases where the parents are members): (See fee schedule)

A. Sanctuary \$350

B. Chapel \$200

C. Parlor reception \$100

D. Jane C. Noonan Center (see “Guidelines for Use of Jane C. Noonan Center”)

8. Remuneration for the organist, custodian, and wedding coordinator shall be as stated in the fees schedule.

9. For a non-member wedding, the honorarium for the minister is a minimum of \$300.00.

SCHEDULE OF FEES

1. There is no charge for the sanctuary or chapel or parlor if the bride and/or groom or either of their parents are members of First Presbyterian Church.
2. The services of the minister in performance of Christian marriage are privileges of the sacred office of the ministry and remuneration for this function is unnecessary for church members and their families. Often an honorarium is offered. For non-members, the minister's honorarium is a minimum of \$300.00.
3. The church organist should receive remuneration as follows:

This service includes consultation, short recital of organ music before the service as agreed upon, and the accompaniment of soloists and instrumentalists.

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| A. Service (sanctuary or chapel) and rehearsal | \$300 |
| B. Other rehearsal with soloist or instrumentalists, etc. | \$ 45 each |
| C. If no rehearsal | \$175 |
| D. A check should be made payable to the organist and given to the church secretary two weeks prior to the wedding. | |

4. Custodial charges are as follows:

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| A. For sanctuary weddings and rehearsal | \$125 |
| <i>(If the custodian is required to spend more than 5 hours at the church, the fee will be billed at an additional \$25.00 per hour.)</i> | |
| B. For reception held in the church parlor | \$25 (for up to 2 hours) |
| C. For a reception held in the Jane C. Noonan Center - See "Guidelines for Use of Jane C. Noonan Center" | |
| D. A check for the custodian should be made payable to the custodian and given to the church secretary two weeks prior to the wedding. | |

5. The church Wedding Coordinator shall receive a remuneration of \$150 payable to the wedding coordinator and given to the church secretary two weeks prior to the wedding. Services include consultation, preparation for rehearsal and service, and service as primary liaison between church and families.

6. The Sound Board operator shall receive a remuneration of \$50 payable to the operator and given to the church secretary two weeks prior to the wedding. Services include operation of the church sound equipment, recording of the service, and will be available at both the rehearsal and the wedding service.

FEES-SUMMARY

	<u>Members</u>	<u>Non-Members</u>
Minister	\$300 minimum	\$350 minimum
Wedding Coordinator	\$150	\$150
Organist		
Sanctuary/Chapel Wedding and Rehearsal	\$300 minimum	\$300 minimum
Other rehearsal with Soloist or other Instrumentalist	\$ 45 each	\$ 45 each
If no rehearsal/small Wedding	\$175	\$175
Vocalist/Instrumentalist	Private arrangement	Private arrangement
Photographer	Private arrangement	Private arrangement
Videotaping	Private arrangement	Private arrangement
Custodian (Sanctuary/Chapel) (Wedding and Rehearsal)	\$125	\$125
	<i>(If the custodian is required to spend more than 5 hours at the church, the fee will be billed at an additional \$25.00 per hour.)</i>	
Custodian (Parlor Reception)	\$ 25 (up to 2 hours)	\$ 25 (up to 2 hours)
Sound Board Operator	\$ 50	\$ 50
Use of Sanctuary	No fee	\$350
Use of Chapel	No fee	\$200
Use of Parlor for Reception	No fee	\$100
Jane C. Noonan Center	See "Guidelines for Use of Jane C. Noonan Center"	

AGREEMENT

We have read and agree to follow the policies of the First Presbyterian Church, Pensacola, Florida, as indicated in the Wedding Policy Booklet, especially noting the items listed below:

1. Initial consultation with Pastor before wedding date is set. Immediately contact Director of Music and Church Wedding Coordinator to schedule consultations. (Page 2)
2. We understand the duties of the Custodian. (Page 4)
3. We will abide by the policy regarding decorations (use of candles, flowers, pew ribbons, etc.) and removal. (Pages 4-5)
4. We will be responsible to see that photographers and/or video operators are informed of the policy and will abide by it. (Page 6)
5. We understand fees to be paid and when. (Pages 8-9)

THIS FORM IS TO BE SIGNED AND RETURNED TO THE CHURCH SECRETARY (no earlier than) TWO WEEKS PRIOR TO THE SERVICE.

Signed _____
Bride or her family representative

Copies: Church Secretary (for church records)
Bride or her family
Pastor (s)
Wedding Coordinator