

WESTMINSTER'S WEDDING POLICY

REQUEST FOR WEDDING RESERVATIONS WESTMINSTER PRESBYTERIAN CHURCH

Today's Date _____

Name of Bride _____

Phone _____

Present Address _____

Name of Groom _____

Phone _____

Present Address _____

Is either a member of Westminster Presbyterian Church? Yes No

Has either a parent who is a member of Westminster? Yes No

Name of parent _____

Phone _____

Wedding date _____

Minister _____

Please reserve for us: Sanctuary Fellowship Hall
 Parlor Courtyard
 Other rooms

Please return to the church office at your earliest convenience as your reservation can be confirmed only upon receipt of the above information.

We agree to comply with the policy of Westminster Presbyterian Church, Florence regarding church weddings and receptions.

Bride's signature _____

Groom's signature _____

THE CHRISTIAN SERVICE OF MARRIAGE

A wedding in the church indicates the desire of a couple to establish a Christian home. The ceremony is a worship service. Its deepest meaning is found when the Christian aspects of marriage are understood and accepted by the bride and groom.

The *Book of Order* of the Presbyterian Church (U.S.A.) is one of two documents that makes up the official constitution for Presbyterian churches. In Chapter IV of The Directory for Worship, specific guidelines are given for the Christian service of marriage. These guidelines are followed by Westminster Presbyterian Church and are duplicated below for your information. In addition, Westminster has its own regulations and suggestions which follow those of our denomination.

(Book of Order W-4-9000, Marriage)

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.

In preparation for the marriage service, the minister shall provide for a discussion with the man and woman concerning

- the nature of their Christian commitment, assuring that at least one is a professing Christian,
- the legal requirements of the state,
- the privileges and responsibilities of Christian marriage,

- the nature and form of the marriage service,
- the vows and commitments they will be asked to make,
- the relationship of these commitments to their lives of discipleship.
- the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

This discussion is equally important in the case of a first marriage, a marriage after death of a spouse, and a marriage following divorce.

GUIDELINES FOR WESTMINSTER PRESBYTERIAN CHURCH

SETTING THE DATE OF THE WEDDING

To set your date, you need to determine if the sanctuary (and fellowship hall, if needed) is available on your selected date by checking with the Church Secretary. You also need to verify, with the Pastor, that he will be available on that date and can do the pre-marital counseling.

If the services of the church organist are requested, verify his/her availability with him/her.

A member of Westminster may set a wedding date and receive confirmation of that date as much as one year in advance. Non-members cannot receive confirmation prior to four months before the requested date. When the "Request For Wedding Reservations" form (found at the top of this page) has been completed by the wedding couple, confirmation of the selected date will be given.

Ordinarily, weddings will not be held on Sundays or religious or national holidays, and in particular from Palm Sunday through Easter.

A minister from another church or denomination may officiate in a wedding if he or she is invited to do so by the Pastor at Westminster, with final approval of the Session (official governing body) of the church. Any such request should be made in writing. If approved, the invited clergy person should receive a copy of these guidelines and should provide the pre-marital counseling.

A confirmation of day and time is binding; however, the facilities are still available to members if an emergency arises such as a funeral. Should this event arise, we will schedule so that the emergency does not conflict with the wedding service. Every effort will be made to avoid this sort of arrangement.

PRE-MARITAL CONFERENCES WITH THE PASTOR

The purpose of pre-marital counseling is to allow the Pastor and the couple to become better acquainted, explore together expectations for the marriage relationship, consider any problems that might appear, and plan together the wedding service.

At least two pre-marital conferences will be held with the Pastor. The last session will be within six weeks prior to the wedding and will deal with the details of the wedding. Additional sessions will be scheduled if needed. Conferences will normally be held in the Pastor's study.

FACILITIES

The church sanctuary has a seating capacity of 350. There is a convenient dressing area for the bride and her attendants. There are additional rooms available to meet the needs of larger wedding parties.

The fellowship hall or church parlor is available for receptions. It is recommended that such events be catered. Major preparation of food should be done off premises. Tables and chairs are available for use.

No smoking is allowed in the church building.

Alcoholic beverages are not permitted on church grounds.

All facilities used by the party must be left in the same order as found. Example: No dirty dishes should be left in the kitchen. This is not the responsibility of the custodian. The custodian will clean the floors and set up for the next event.

Air-conditioning or heating will be turned on prior to all wedding events to assure adequate comfort.

CHURCH WEDDING COORDINATOR

The Church Wedding Coordinator will meet with the bride to determine the wedding needs regarding the church facilities and equipment. She will review the *Wedding Guidelines and Policies* booklet with the bride to assure that all guidelines set forth by the Session are understood. The Coordinator will be present any time the church building is used for wedding activities. In addition, she will be available to give the photographer, florist and caterer early access in arranging for their setup. If a Wedding Director is not provided by the bride, the Church Wedding Coordinator is available to provide this service for the fee listed in this booklet.

PHOTOGRAPHY POLICY

The photographer is asked to obtain approval from the bride and pastor concerning photographs and videos during the ceremony.

THE MARRIAGE LICENSE.

The license must be purchased from the office of the Probate Judge in the county where the ceremony is to take place. After the wedding the couple will be presented with a souvenir license and in about six weeks will receive their official license in the mail.

FLOWERS AND DECORATIONS POLICY

The florist should contact the church wedding coordinator to arrange a time to place flowers in the church.

Two alter candles are available for use. The florist or wedding party must use dripless candles only.

The church provides "Reserved Pew" markers if needed.

Nails, tacks, clamps, staples, and tape are not to be used in the sanctuary. Special florist furniture tape is acceptable but must be completely removed following the service.

.All decorations must be removed immediately following the ceremony. If agreed upon beforehand, flowers may be left in the sanctuary for use during the Sunday worship service.

MUSIC POLICY

When music is used at any time in the church, it should be in keeping with the worship of God. The music in a wedding service should, in every way, contribute toward making it a service of dedication to God. Ordinarily, any hymn from the Presbyterian Hymnal or music with a scriptural text is acceptable. If secular music is used, it must be approved by the Pastor.

The church organist should have priority to play for all weddings. A musician other than the church organist may be used if he/she has been approved by the church organist or music director. The musician should work with the bride in deciding what music is to be used.

Any tapes or CDs to be used during the service must be provided to the sound system operator ready-to-use prior to the rehearsal.

PERSONS TO CONTACT

Pastor	256-766-3841	Office
The Rev. John J. McKell	256-766-4099	Home

Organist

Randy Terry	256-577-0619	(Cell)
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Church Secretary

Mrs. Jane Wilkerson	256-766-3841
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WEDDING FEES

All checks should be delivered to the church office one (1) week prior to the wedding.

WEDDING IN THE SANCTUARY

<u>For Non-Member:</u>	<u>\$500</u>	<u>For Member:</u>	<u>\$125</u>
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Includes:

\$75 to custodian for clean-up of
sanctuary, parlor and dressing rooms

\$50 to Sound System Operator

\$375 for facility rental

No Charge

Refundable Damage Deposit \$300 \$300
(Separate Check)

Optional Expenses:

Fellowship Hall (Up to \$125 depending on set-up required) Same

Pastor's Fee: Customary honoraria \$200 None expected
(Make check payable to Pastor)

Organist=s Fee: \$175 if Church Organist is used. Same
(Coordinate music and any extra fees
directly by organist.
(Make check payable to organist)

CHURCH WEDDING COORDINATOR

\$75 Same
Will serve as "Director" if none is provided by bride.

USE OF FELLOWSHIP HALL ONLY

Rental \$125 No Charge
Set-up \$0 - \$125
(depending on set-up required)