

# **WEDDING POLICIES**

of

## **FIRST PRESBYTERIAN CHURCH (USA)**

### **RICHMOND, KENTUCKY**

#### **Introduction: Christian Marriage**

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, 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. [Book of Order, W-4.9001; Presbyterian Church (USA)]

#### **Scheduling Your Wedding**

To begin planning a wedding ceremony at First Presbyterian Church, it is necessary to first reserve the dates and times of the wedding and rehearsal. This can be done by contacting the church office (859-623-5323) as soon as possible.

**NOTE:** Couples must also schedule their wedding date with the Minister. To do this, please speak to the Minister directly. The office does not schedule events on the Minister's personal appointment calendar.

#### **The Minister**

In preparation for the marriage service, the Minister shall provide for a discussion with the man and the 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 [Book of Order, W-4.9002; Presbyterian Church (USA)].

The Pastor (or Associate Pastor) of First Presbyterian Church of Richmond, Kentucky, shall normally be the officiating Minister at the wedding. Assisting in the wedding, or officiating at the wedding by any Minister other than the Pastor (or Associate Pastor) of First Presbyterian Church of Richmond, Kentucky, shall require the permission of the church's Pastor (or by the Session in the absence of the Pastor).

## **The Church Building and its Facilities**

The wedding should be celebrated in the place where the community gathers for worship. Unless otherwise approved by the Minister and the Session, the wedding (and the rehearsal) shall be held in the Church's Sanctuary.

The Church also has a Fellowship Hall and a Christian Life Center available for receptions.

The following Church equipment is available for use during weddings:

2 silk flower arrangements on stands

1 kneeling (prayer) bench

2 candelabras (you must provide candle inserts for these – SEE OFFICE!)

## **The Form and Order of the Wedding Service**

All weddings are a service of Christian worship, and as such, the wedding service is under the direction of the Minister and the supervision of the Session. 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 God (the Father, the Son, and the Holy Spirit) 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 (such as the use of Unity Candles, Soloists, and Instrumentalists, or the celebration of the Lord's Supper) may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

Celebration of the Lord's Supper at the wedding service requires the approval of the Session, and care shall be taken that the invitation to the Table is extended to all baptized present.

## **Music**

Music suitable for the wedding 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.

The Organist (or the Director of Music) of First Presbyterian Church of Richmond, Kentucky, shall normally play at the wedding. Instrumentalists assisting in the wedding, or any organist playing at the wedding other than the Organist (or the Director of Music) of First Presbyterian Church of Richmond, Kentucky, shall

require the permission of the church's Pastor and Director of Music (or by the Session in the absence of the Pastor).

Couples should also make an appointment with the church's organist to discuss the music for their wedding and what is acceptable music for weddings held in this church. All music must be approved by the Pastor and/or the Organist to insure its propriety with a worship service. It is the policy of First Presbyterian Church of Richmond, Kentucky, that all music for worship services (including weddings) be live; no pre-recorded music may be used.

### **Custodial Service**

The Custodial Team of First Presbyterian Church of Richmond, Kentucky, shall provide the normal custodial services for the wedding. The fees for the Custodial Team will cover 10 hours of labor (see FEES). These 10 hours may be divided in any way necessary to cover both the rehearsal and the wedding. Anything over these hours is \$20.00 per hour. To avoid additional charges, couples are urged to coordinate with florists, photographers, or others who may need the church open before or after the actual ceremony. Please discuss and arrange reasonable schedules with these people so as to maximize the 10 hours of custodial time included in the original fee or additional costs will be incurred.

### **Photography**

Because weddings are sacred worship services, flash photography are not permitted during the wedding ceremony. The photographer is permitted to take a picture of the bride and her father as they are standing in the doorway, if the photographer remains in the rear of the church. The photographer should not take pictures from the front of the sanctuary, and he/she should not step onto the pulpit to take pictures. These actions are distracting to the wedding party and guests and detract from the sacred ceremony being performed. No flash pictures should be taken after the entrance of the bride until she and the groom return down the aisle as husband and wife. At this time, the photographer should remain in the rear of the church. Video cameras without additional lighting may be used from the balcony for couples wishing to video tape their wedding.

### **Decorations**

“No drip” candles must be used to avoid dripping candle wax on the carpet. In order to avoid damaging the stained glass, no decorations or candles should be used in the windows. Also, candleholders that fit over the arms of pews should not be used since they might scratch and damage the pews.

Note: To prevent unfortunate accidents, throwing rice or birdseed after your wedding ceremony is prohibited. They are slippery, dangerous, and best avoided.

## **Sound System and HVAC**

The wedding party must assure that they can operate the sound system and the heating and cooling systems or arrange for technical support.

## **Rehearsal**

The officiating Minister will conduct the rehearsal. It is not necessary for the florists or consultants to be present at the rehearsal.

## **Reception**

Please notify the church office if you wish to use the Fellowship Hall or Christian Life Center to host your wedding reception. Notification should include the name of your caterer and what arrangements have been made for handling the necessary equipment.

## **Use of Alcoholic Beverages**

Alcohol of any kind is NOT allowed to be consumed on church grounds at ANY time. Please make sure all persons involved in your wedding are aware of this restriction.

## **Before the Ceremony**

The bride and bridesmaids may dress in the Parlor. There are three full-length mirrors in the downstairs ladies bathroom. The groom and groomsmen may dress in Sunday School Room No. 43 on the upper floor.

## **During the Ceremony**

If you wish to have a nursery for young children attending your wedding, please contact the church office for names of person who are approved by our Church as possible Nursery Supervisors.

**Note:** You alone (and not the Church) are responsible for securing your own Nursery Supervision from our pre-approved list.

### **After the Ceremony:**

If there is anything left from the wedding that you do not want discarded, please notify the custodians. Otherwise, everything will be thrown away. If members of the wedding party inadvertently leave clothing or other items, they will be placed in the Lost and Found box in the Fellowship Hall. They should be claimed as soon as possible; any unclaimed items will be donated to charity.

### **Questions and Inquiries**

If you have any questions, please feel free to contact the church office at 623-5323, and we will make every effort to assist you.

### **Fees**

These fees may be paid at any time, but no later than one week prior to the wedding.

| <b>REQUIRED FEES</b>                              | <b>Members</b> | <b>Non-members</b> |
|---|----------------|--------------------|
| Minister's Services at the Wedding                | No Charge      | \$ 200.00          |
| Organist  | \$ 350.00      | \$ 350.00          |
| Custodial Service                                 | \$ 150.00      | \$ 300.00          |
| Use of Church Sanctuary (for Rehearsal & Wedding) | No Charge      | \$ 500.00          |
|   |                |                    |
|   |                |                    |
|   |                |                    |
|   |                |                    |
| <b>OPTIONAL FEES</b>                              | <b>Members</b> | <b>Non-members</b> |
| Use of Fellowship Hall (Rehearsal Dinner)         | No Charge      | \$ 300.00          |
| Use of Fellowship Hall (Reception)                | No Charge      | \$ 300.00          |
| Custodial Service for Fellowship Hall             | \$ 75.00       | \$ 150.00          |
| Use of Christian Life Center (Rehearsal Dinner)   | No Charge      | \$ 400.00          |
| Use of Christian Life Center (Reception)          | No Charge      | \$ 400.00          |
| Custodial Service for Christian Life Center       | \$ 150.00      | \$ 300.00          |
| Use of Church's Kitchen                           | No Charge      | \$ 200.00          |
|   |                |                    |

May God be foremost in your hearts at this holy time.

**FIRST PRESBYTERIAN CHURCH**  
**859-623-5323**

# **WEDDING INFORMATION & FACILITY USAGE AGREEMENT**

**Name of Bride:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Name of Groom:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

| <b>CHURCH FACILITIES REQUESTED</b>              | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| <b>Church Sanctuary</b> (Rehearsal & Wedding)   |            |           |
| <b>Fellowship Hall</b> (Rehearsal Dinner)       |            |           |
| <b>Fellowship Hall</b> (Reception)              |            |           |
| <b>Christian Life Center</b> (Rehearsal Dinner) |            |           |
| <b>Christian Life Center</b> (Reception)        |            |           |
| <b>Church Kitchen</b> (Rehearsal Dinner)        |            |           |
| <b>Church Kitchen</b> (Reception)               |            |           |

**Requested Date of Rehearsal:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Requested Date of Wedding:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**When to Open Church for Rehearsal:** \_\_\_\_\_

**When to Open Church for Wedding:** \_\_\_\_\_

**Florist:** \_\_\_\_\_

**Photographer:** \_\_\_\_\_

**Caterer** (if you plan to use the Church's Kitchen): \_\_\_\_\_

We hereby agree to the terms and conditions of using First Presbyterian Church (USA) of Richmond, KY, for our wedding. We understand that all fees must be paid before the wedding, and if any other charges result, we agree to pay them promptly afterward.

\_\_\_\_\_  
Signature of Bride/Groom

\_\_\_\_\_  
Signature of Church Official