

First Presbyterian Church of the Covenant
Erie, Pennsylvania

A Guide to Wedding Policies and Practices

*Wedding Policies
and
Practices*



With this ring...

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First Presbyterian Church of the Covenant
Erie, Pennsylvania

Wedding Policies and Practices

A Christian Marriage Service

Weddings solemnized in this church are worship services. It is a sacred gathering invoking God's blessing and spiritual guidance on those being united in holy matrimony and should be conducted with reverence and dignity.

It is the desire of the First Presbyterian Church of the Covenant to assist you in planning your wedding day so that it will be both memorable and blessed. This booklet has been prepared to guide your planning and answer your questions.

The marriage ceremony usually follows the order of "Christian Marriage: Rite I," found in the *Book of Common Worship*. If another service is desired, the couple should consult with the Pastor. The ceremony and music performed are an act of the worship of God and should be planned and conducted with all due reverence and dignity.

Communion is not part of the Presbyterian Marriage Service. If your desire is to have the Lord's Supper at your Marriage Service, the following criteria must be met as per the Book of Order, the Constitution of the Presbyterian Church (USA).

- An ordained Presbyterian Teaching Elder, pastor, must administer the Lord's Supper and the Session of the church must approve all scheduled communion services. Therefore, you must receive pastoral approval at least ninety days prior to your marriage service to enable the pastor to receive Session approval in a timely manner.
- The Lord's Supper must be offered to all who are baptized, therefore, communion will be offered to all baptized wedding guests and will be served by intinction.
- Whenever the Lord's Supper is served it must be preceded by confession of sin and by the reading and proclamation of the word.

Marriage of Divorced Persons

Remarriage cannot be taken lightly, either from an emotional or spiritual point of view. The Pastor or his designee will counsel with couples prior to a remarriage.

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Planning your wedding

The Administrative Coordinator will be the initial point of contact for a couple. She will confirm the availability of the requested date and **schedule an appointment with our Pastor.** Following this appointment, the Administrative Coordinator will receive your signed marriage information sheet and collect your \$100 deposit. At that point, your wedding is officially booked and placed on the church calendar.

The Pastor

A Christian marriage is a covenant in God's sight. No person is more capable or eager to guide you to a truly mature, Christian marriage than the Pastor. The Pastor of the First Presbyterian Church of the Covenant is considered the officiant for all wedding ceremonies performed at the church, but may assign them to another minister. If a minister other than the Pastor (or designee) of First Presbyterian Church of the Covenant is requested to officiate, the Pastor of this church must first be consulted. **Please note that an outside pastor and the wedding party are guests of First Presbyterian Church of the Covenant.**

It is necessary that a couple planning to be married arrange the requisite counseling sessions well in advance of the wedding date in order to plan the service. The Pastor (or designee) will meet with you several times to become acquainted with you and to discuss the service arrangements. We hope you will welcome the opportunity to visit with the Pastor and talk about the building of a Christian marriage.

Other Wedding Staff

A ***Church Wedding Coordinator*** is required for each wedding. The Church Wedding Coordinator will schedule a meeting with the couple to explain the church's wedding policies and guidelines, give a tour of the building, discuss the practical details of the wedding and answer any and all questions the couple may have regarding the wedding. The coordinator will direct the rehearsal, which includes the correct placement of each member of the wedding party and instructing the ushers on proper escort and seating techniques. The Coordinator will also be present for the wedding ceremony to direct the logistics of the day.

A ***Wedding Custodian*** is required for each wedding. The Custodian will see to it that the Sanctuary or Chapel is clean and correctly set up for the wedding ceremony. The Custodian should not be expected to dismantle your wedding decorations. Please be sure that your florist knows that the wedding must be dismantled promptly.

A ***Sound and Lighting Technician*** is required for each wedding. Our Sound Technician will mic the groom so the couple's vows can be heard by the guests. He or she will also operate the Sanctuary's Sound and Lighting System during the ceremony. An audio CD of your marriage service will be recorded by the Sound and Lighting Technician.

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Music

Selecting beautiful and appropriate music is an important step in planning your marriage service. Such music will be faithful to the Scriptures and reflect God's love. Casual or popular love songs, though they might be special to you, do not always bring the hearer in touch with the love of God. Remember that your wedding service is a worship service and should be thought of as a gift to God rather than a show for you and your guests, therefore, all music must be performed live as an offering to God. Pre-recorded music is not permitted. (no Compact Discs or DVD's to be used)

The church organist at First Presbyterian Church of the Covenant is a highly trained professional musician who will gladly assist you in selecting music for your wedding. The organist will ordinarily play for all weddings and any exception to this practice will be made in consultation with the organist and the Pastor.

The Vicary organ at the First Presbyterian Church of the Covenant is one of the finest and most beautiful instruments in the tri-state area. The incredible variety of sound is like having an entire orchestra at ones finger tips!

A special spirit of joy can be added to your marriage service by including a soloist, instrumentalist, or a congregational hymn. The organist at First Presbyterian Church of the Covenant can provide you with names of soloists, instrumentalists and a list of beautiful and appropriate vocal solos and instrumental pieces.

Leslie Weber, the organist at First Presbyterian Church of the Covenant can be contacted at bachfan1956@gmail.com or 814-450-1129.

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Wedding Music Selections

The following titles are suggested as processional or recessional music. Please contact the Organist at First Presbyterian Church of the Covenant to arrange a meeting to discuss selections.

Suggested PROCESSIONALS:

Jesu Joy of Man's Desiring	J. S. Bach
March in D	J.S. Bach
Allegro Maestoso (from Water Music)	G.F. Handel
Processional	G.F. Handel
Solemn Processional	G.F. Handel
Canon in D	Johann Pachelbel
Processional of Joy	Beethoven/Hopson
Choral Song	Samuel Wesley
Trumpet Voluntary	Stanley/Clarke
Trumpet Tune	Stanley/Clarke
Fanfare and Processional	Douglas Wagner
Prelude in Classic Style (also for Recessional)	Gordon Young
Processional in E-flat	David Johnson

Suggested RECESSIONALS:

Psalm XIX	Benedetto Marcello
Rondeau	Jean Joseph Mouret
Allegro from Concerto in A Minor	Vivaldi/Bach
Allegro from Concerto in G Major	Vivaldi/Bach
Now Thank We All Our God	J.S. Bach
Hornpipe (Allegro Maestoso)	G. F. Handel
The Rejoicing from the Fireworks Music	G.F. Handel
Ode to Joy	Beethoven / Ian Hare
Allegro (from Suite Gothique)	Leon Boellmann
Wedding March (from A Midsummer Nights dream)	Felix Mendelssohn
Toccata from Symphony V	Charles-Marie Widor
Fanfare	Nicholas Lemmens
God of Grace	Paul Manz
Now Thank we All our God	Paul Manz
Te Deum	Jean Charpentier

Appropriate organ selections for the seating of the mothers (and grandparents)

Jesu, Joy of Man's Desiring	J.S. Bach
Arioso	J.S. Bach
Air (from Suite No.3)	J.S. Bach
Solemn Processional (AIR from Water Music Suite)	G.F. Handel
Aria from Concerto Grosso	G.F. Handel
Aria in F	G.F. Handel
Canon in D	Johann Pachelbel
Adagio from Organ Sonata I	Felix Mendelssohn
Priere a Notre-Dame (from Suite Gothique)	Leon Boellmann
Cantilena	Josef Rheinberger
Ave Maria	Bach/Gounoud
Prelude on Brother James Air	Searle Wright
Rhosymedre	Ralph Vaughan Williams
Berceuse (written for his own daughter's wedding)	Louis Vierne

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Flowers and Decorations

Flowers and decorations may not be placed on the communion table, nor should floral arrangements be of a height which exceeds the height of the cross. Flower stands are available.

Flowers and decorations may not be attached to any church furniture by means of tape.

Flowers and decorations placed by the church for special seasons **will not** be removed for weddings.

All wedding decorations must be removed from the church immediately following the ceremony.

Church Furniture

A kneeler and kneeling pad is available for use. It is not possible to remove the communion table or any other sanctuary furniture or appointments for a wedding ceremony.

The liturgical hangings will be changed to white for the ceremony. The symbols of the sacraments may not be removed or covered and no type of covering or attachment may be used that will mar or damage any of the sanctuary or building surfaces or furnishings.

Candles

The church has candelabra, a unity candle holder and candles available for a nominal charge. Please arrange for these when you meet with the Church Wedding Coordinator to begin planning your wedding. Burning candles are not permitted in the aisles of the sanctuary.

Photographs and Videography

The Wedding Coordinator will send the *Guidelines for Photographers and Videographers* to your vendors.

Your photographer may take a flash picture from the center aisle, 7 pews in, at the back of the nave (where the congregation sits) as the bridesmaids and bride enter the church. Another flash photo may be made as the bride and groom leave the nave. ***No flash pictures may be taken after the procession, or before the recession.***

Photographers are not permitted to be visible from the nave. There are a number of discreet locations photographers and videographers may use which are not visible to the congregation.

Videographers are not permitted to roam about the sanctuary during the ceremony. More than one stationary camera may be used with approval by the Wedding Coordinator.

All photography must be completed and the wedding party must vacate the building two hours after the scheduled start of the wedding service.

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The Rehearsal

It is vital that everyone in the wedding party be present at the time of the rehearsal including parents and ushers.

Reception

Knox Hall is available for wedding receptions. Please consult the Administrative Coordinator for details.

General Policies

Following these general policies will help to ensure that your wedding day will be memorable and without incident.

- Alcoholic beverages are not permitted in the church building at any time, nor are they permitted on the church grounds including the parking lot. **If alcohol is found to be brought and/or consumed on church property, FPCC reserves the right to cancel the wedding, before or during the ceremony.**
- Smoking is not permitted in the church building or on church grounds.
- Aisle runners are prohibited for safety reasons.
- Flower petals may not be used to line the center aisle, however, flower girls may sprinkle petals during the procession.
- Celebration items i.e. bubbles and ribbons, etc. are acceptable, however, nothing may be used inside or outside the church that would require extra cleanup, i.e. rice, birdseed, confetti, doves, etc.
- A receiving line is not permitted at the church.

Billing Policies

The non-refundable deposit of \$100 from non-members to secure the wedding date on the church calendar will be deducted from the final invoice.

A bill for the use of the church, church equipment, and personnel will be mailed to the person designated approximately thirty days prior to the wedding.

You will write one check to the church for certain items and then write individual checks to the various personnel involved in the ceremony.

Payment must be mailed in advance and received by the Administrative Coordinator ten days prior to the wedding. The wedding rehearsal will not be held until all fees are satisfied.



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Marriage Information Sheet

Bride's Information

Groom's Information

Bride:
Address:
Phone :
Email address:
Age:
Marital Status (single, divorced, widowed):
Is Bride a Member of FPCC?:
If no, Bride's Church Affiliation:
Bride's Parent's Names:
Bride's Parent's Phone Number:

Groom:
Address:
Phone :
Email address:
Age:
Marital Status (single, divorced, widowed):
Is Groom a Member of FPCC?:
If no, Groom's Church Affiliation:
Groom's Parent's Names:
Groom's Parent's Phone Number:

Where should the invoice be sent? Circle one: Bride Groom Is electronic billing acceptable? Circle one: Yes No

Couple's Information Following Marriage

Name following marriage:
Address following marriage:

Ceremony Information

Wedding Date: Wedding Time:
Wedding Location (Sanctuary, Chapel):
Number of Guests (approximate):
Ceremony - Double Ring or Single Ring?
Pastor Performing Ceremony:
If not our Pastor, Indicate Officiating Pastor's Church Name, and their phone number:
Officiating Pastor's Church:
Telephone Number:
Will you use our candelabras? (\$40/Pair "use fee"): If yes, number of pairs:
Will you use our Unity Candle Holder? (no fee): (Couple provides Unity Candle and Tapers)



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Wedding Party

Maid/Matron of Honor: _____	<i>escorted by</i>	Best Man: _____
Bridesmaid: _____	<i>escorted by</i>	Groomsman: _____
Bridesmaid: _____	<i>escorted by</i>	Groomsman: _____
Bridesmaid: _____	<i>escorted by</i>	Groomsman: _____
Bridesmaid: _____	<i>escorted by</i>	Groomsman: _____
Bridesmaid: _____	<i>escorted by</i>	Groomsman: _____
Flower Girl: _____	<i>escorted by</i>	Ring Bearer: _____

Reception Information

Place of Reception: _____ Time _____ Is the Pastor to be invited to Reception? _____

Rehearsal Information

Rehearsal Date: _____ Rehearsal Time: _____

Time/Place of Rehearsal Dinner: _____ Is the Pastor to be invited to the Rehearsal Dinner? _____

Vendors

Florist: Name _____ Address _____ Phone _____

Photographer: Name _____ Address _____ Phone _____

Videographer: Name _____ Address _____ Phone _____

Deposit Information

Amount: _____ Date Paid: _____ Check Number: _____

*******This must be signed and dated by the couple at the time of submitting the \$100 security deposit. Our signatures below indicate we have read the "Wedding Policies and Practices" booklet. We and our vendors agree to adhere to the policies and requirements listed within. *******

Bride _____	Date _____	Groom _____	Date _____
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