



Wedding Policy

*First Presbyterian Church
Salina, Kansas*

*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,
traditionally a man and a woman,
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.*

From the Book of Order,
Presbyterian Church (U.S.A.)

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STATEMENT ON CHRISTIAN MARRIAGE

We are pleased that you wish to be married in First Presbyterian Church (FPC), Salina, Kansas, and take this opportunity to acquaint you with our policies so that your wedding ceremony will be a meaningful worship service.

In the Presbyterian tradition, the wedding is more than a social contract; it is performed as an act of worship and reflects a religious covenant. Certain understandings undergird and influence the way a wedding is conducted in the Church, and distinguishes the Church wedding from a secular ceremony.

The Christian marriage ceremony is a service of worship before God. As such, reverence is expected on the part of all present. In the wedding ceremony, we gather in the presence of God:

- To give thanks for the gift of marriage,
 - To witness the joining together of two persons,
 - And to ask God's blessing so that they may be strengthened for their life together and nurtured in their love for God.
- In marriage, two people are called to a new way of life, created, ordered and blessed by God.

Since the marriage ceremony is a service of worship, the pastor of FPC will discuss the various liturgical possibilities with each couple and guide them in their selection. It is understood, however, that each couple has the responsibility for acquainting themselves with this wedding policy and for abiding by it. Whether or not the persons to be married are members of FPC, the service shall be under the sole direction of the pastor of the church. The choice of FPC for your wedding assumes your willingness to respect the theological integrity of the Reformed tradition.

SCHEDULING

When a couple wishes to be married at FPC, the Wedding Coordinator shall be consulted before the date is set. This contact

should be made during Church Office business hours. The time and date of your wedding will be coordinated with the Pastor or Associate Pastor and the church calendar. One of the Pastors shall be the officiating pastor at all weddings held in the church, except in unusual circumstances. All visiting clergy must be approved by the Session (the governing board of FPC) and invited to participate by a Pastor of FPC. The FPC officiating Pastor will direct the rehearsal and the marriage service. The Wedding Coordinator, musicians and all other participants are under his/her direction. The rehearsal is important because it sets the tone for the marriage service itself. (See REHEARSAL section)

The couple **must plan two or more conferences** with the Pastor and consult with him/her on all wedding plans before they are finalized.

Weddings **will not be scheduled on:**

- The Saturdays before Palm Sunday and Easter, Palm Sunday and Easter;
- Christmas Eve, Christmas Day or on the weekend following Christmas (if Christmas is on a Thursday or Friday);
- The holiday weekends of New Year's Day, Labor Day; or the Friday and Saturday following Thanksgiving Day.

Weddings for non-members must be approved by the Session and will not be scheduled longer than six months in advance.

Non-member fees will apply.

Scheduling and fees for a non-member whose parent or grandparent is an active member of FPC will be the same as for a member.

WEDDING COORDINATOR

FPC provides a Wedding Coordinator to oversee the arrangements and details of the service. Once the date is confirmed, an appointment with the Coordinator is required to discuss FPC's wedding guidelines. Questions about arrangements, music, fees and use of the facilities will be discussed at this conference. The

Wedding Coordinator is a member of the church staff and will work with the Pastor in charge of the wedding.

If an outside wedding consultant has been employed, it is requested that his or her involvement be limited to the reception activities. The rehearsal and wedding service are the responsibility of the staff of FPC.

The Wedding Coordinator will be the final authority in questions concerning decorations and arrangements.

FACILITIES & ARRANGEMENTS

There are two facilities in the church in which a marriage service may be held:

- The Sanctuary, including the balcony, is appropriate for larger weddings. It can accommodate up to six hundred persons.
- The Memorial Chapel is appropriate for smaller services. It seats about seventy-five persons.

MUSIC

Music is always important at a wedding service. Such music accompanying the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent. Criteria for selecting service music include:

- being written to the glory of God;
- asking God's blessings on life;
- celebrating God's participation in bringing the couple together;
- offering a prayer of thanksgiving to God.

If organ music is desired, the church Organist will play and will be notified by the Wedding Coordinator as soon as the service is scheduled on the church calendar. A written request for a guest organist or pianist must be submitted to and approved by the Organist and Director of Music. Instruments

other than the organ, or electronic or grand pianos, may be used assuming that the music provided is suitable for a service of worship.

There is a great variety of suitable music, but many couples are not familiar with what is available. The Organist will be happy to help you discover music that will be appropriate both for the service and for you and will add to the very special nature of your wedding.

The Organist, in consultation with the Pastor, has the final responsibility for decisions regarding the appropriate choice of instrumental music or vocal music. Show tunes, popular songs and love songs may be meaningful to the couple, but generally are more appropriate for use at the reception following the worship service. **All the music used in the ceremony shall be agreed upon in a conference with the Organist prior to the service.**

FLOWERS

Arrangements for floral decorations are made through the florist of your choice. A tasteful use of a limited number of flowers is preferable to an ostentatious display. Floral and other decorations should not be so large as to obscure or change the basic character of the church's architecture: pulpit, lectern, chancel area or cross. The sanctuary is expected to look like what it is – the worship area of a Christian Church.

Immediately after the service is concluded, all flowers, aisle bows, etc. will be discarded by the church custodian unless prior arrangements are made with the Wedding Coordinator.

CHURCH ACCESSORIES

In all cases, safety of decorations shall be of paramount consideration. Items of church property such as candelabra with candles, unity candle stand, and window hurricane lamps with candles are available for your use and included in the basic fee. **Nothing but bouquets or bows may be used on the center or side aisle pews and they can only be attached with ribbon or rubber bands.**

It is the responsibility of the couple to purchase the candles for the unity candle stand.

PHOTOGRAPHY/VIDEOTAPING

Recognizing that the wedding is a service of worship, couples must discuss picture arrangements in advance with the Wedding Coordinator, in particular the type of photography/videotaping to be used and the time allotted for such purpose. Flash photography is prohibited during the service. The Wedding Coordinator will review picture arrangements with the Pastor to be sure they are consistent with a service of worship.

NURSERY

The nursery area is available for child care during the wedding ceremony for young children of wedding party participants and immediate family of the bridal couple. Arrangements, including the number of children needing child care, must be made in advance through the Wedding Coordinator, who is responsible for contacting the church Nursery Coordinator. The church Nursery Policy does not allow use of child care providers other than those employed by the church. Fees for the child care providers are the responsibility of the bridal party. The Church Office Manager will bill the bride & groom for these fees following the service.

REHEARSAL

Ordinarily, the wedding rehearsal is scheduled for late afternoon the day before the wedding and will last one hour. It is imperative that the wedding rehearsal begins promptly at the scheduled time. It is the responsibility of the couple to insure that all members of the wedding party arrive on time.

Ushers, musicians, candlelighters and family members who are to be formally seated during the service should be present at the rehearsal. The Wedding Coordinator will give the ushers their instructions regarding their specific duties at the rehearsal and service.

The Wedding Coordinator will consult with the couple to decide on “technical” arrangements *prior* to the rehearsal. These arrangements include:

- Which parents, grandparents and other relatives are to be formally seated as part of the wedding processional and who is responsible for seating these persons;
- When the candles are to be lit, and if there is a unity candle who will light the side tapers;
- What order attendants are to enter the sanctuary, if they are to be escorted, and where they will stand;
- If there is to be a receiving line following the ceremony and where it will be.

REHEARSAL DINNER/RECEPTION

Rehearsal dinners and/or receptions may be held in Blair Hall. Arrangements must be made with the Church Office Manager at the time the wedding date is set and scheduled on the church calendar. The fee schedule for building usage set by the Board of Trustees is used to determine the cost for this usage.

Food service arrangements (using family members, friends, or local cateringservice) for dinners or receptions must be approved by the Church Office Manager. A member of the church staff (a Custodian or other staff member designated by the Church Office Manager) must be on the premises during the dinner or reception. Fees for this service are included in the fee schedule mentioned in the preceding paragraph.

GENERAL INFORMATION

- The Church Office does not prepare wedding bulletins. The Wedding Coordinator can suggest sources for the publication of the bulletins.
- For reasons of safety and cleanliness, the use of rice, wheat, birdseed, confetti, sparklers, balloons or any other items of a similar nature to fete the bridal couple **is not permitted**

before, during or after the wedding. Bubbles and individual candles may be used outdoors with prior approval of the Wedding Coordinator.

- Alcoholic beverages **are not** permitted on church premises or property at any time. No smoking is allowed in the church building.
- The church cannot take responsibility for loss, damage or theft of any personal items (such as purses, cameras, billfolds, cash, etc.) left in the dressing areas. Please do not leave money, jewelry or other valuables unattended at any time. Members of the wedding party and other family members are urged to lock all items of value in their cars before the ceremony begins.
- Because the church will be locked as soon as all wedding guests depart, all personal items belonging to the wedding party or used during the ceremony (clothing, flower arrangements, etc.) must be removed from the church immediately after the wedding ceremony.
- All persons utilizing the church premises and property during the rehearsal and wedding service are expected to leave all areas in the same condition that it was found. In the event of damage, destruction or loss of church property, the couple understands and agrees to reimburse the church at replacement cost for such damage or loss.

MARRIAGE LICENSE PROCEDURE

The Pastor cannot by law conduct your wedding unless the marriage license is in his/her possession. Please be sure to bring it to the wedding rehearsal.

CHECKLIST FOR ARRANGEMENTS AT FIRST PRESBYTERIAN CHURCH

FIRST STEP (when couple selects a possible wedding date)

- ✓ Wedding Coordinator contacted for pastor and date availability
- ✓ Initial consultation with Wedding Coordinator to review wedding policy

SECOND STEP (when wedding date has been approved)

- ✓ Wedding Information form completed and returned
- ✓ Dates for conferences with officiating pastor set
- ✓ Church Organist is contacted to discuss options for wedding music
- ✓ Pertinent sections of wedding policy handbook provided and reviewed with florist, photographer and caterer, if applicable, to make sure they understand and agree to comply with all policies and procedures.

THIRD STEP (4 weeks before wedding date)

- ✓ Pay service fees
- ✓ Obtain marriage license
- ✓ Contact Wedding Coordinator to set up time to finalize rehearsal arrangements

OUTLINE OF A CHRISTIAN MARRIAGE CEREMONY

(Order of Worship Must be Discussed with Pastor)

PRELUDE

SEATING OF THE PARENTS/FAMILIES

MUSIC

LIGHTING OF THE TAPERS

PROCESSIONAL

OPENING SENTENCES

WEDDING INVOCATION

STATEMENT ON THE GIFT OF MARRIAGE

DECLARATIONS OF INTENT

AFFIRMATION OF FAMILIES & CONGREGATIONS

MUSIC

SCRIPTURE LESSONS & MEDITATION

WEDDING VOWS

EXCHANGE OF RINGS (OR OTHER SYMBOLS)

PASTORAL PRAYER AND LORD'S PRAYER

MUSIC

DECLARATION OF MARRIAGE

CHARGE AND BENEDICTION

PRESENTATION OF COUPLE

RECESSIONAL

POSTLUDE

WEDDING FEES

Wedding fees have been set by the Session to cover the services of the church staff (Organist, Wedding Coordinator, Custodian, and Pastor for non-member wedding), costs of equipment (candelabra with candles, unity candle stand, kneeling bench, window hurricane lamps and candles), utilities and facilities. Payment of fees must be made 30 days before the wedding date. Checks should be made payable to First Presbyterian Church. Should the wedding service be canceled, for any reason, the fees may be partially refunded.

For members of FPC, there are no stated fees for the Pastor's services. For helpful information purposes, an honorarium of \$250 is suggested, but the payment of an honorarium and the amount is solely to be determined by the bridal couple.

Total fees for weddings **for members** in the sanctuary are:

- \$650 for weddings in the sanctuary
- \$600 for weddings in the Chapel

We ask that **non-members** of the church contribute to the life and mission of this congregation. In keeping with First Presbyterian Church's commitment to social justice in our community, \$100 of the following fees will be donated to a local charitable entity supported by our congregation.

Fees for **non-members** are:

- \$1,250 for weddings in the sanctuary
- \$1,100 for weddings in the chapel

The Pastors, Wedding Coordinator, and church Organist may be contacted by calling the Church Office, 825-0226, during regular office hours.

approved by Session 2/8/16



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