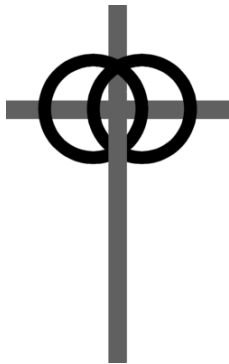


The Church Wedding

Guidelines for the Service of Christian Worship and the Reception

Schedule of Fees

Responsibility and Release Agreement for Use of Facilities for Wedding and Reception



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Inviting God into the Marriage

The Christian church believes “marriage is a gift God has given to all humankind for the well-being of the entire family. Marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship.” (*The Constitution of the Presbyterian Church (U.S.A), Part II, Book of Order*, W-4.9001) Couples who choose to be married in a service of Christian worship are taking a step beyond a civil ceremony and are inviting God to be part of their relationship. They seek to bring their marriage into accord with the will of God and to allow their relationship with Christ to form the pattern for the covenant of marriage (Ephesians 5:21ff).

The marriage service takes place in the context of the worship of God and therefore “includes affirmations about the nature of worship and marriage that transcend the concerns of any one wedding. ... The wedding includes claims and promises, prayers and blessings, which together speak of a vision of marriage broader, deeper, and more helpful than any of us can see apart from the witness of the larger church.” (*Christian Marriage: The Worship of God; Supplemental Liturgical Resource* 3, p.83) Therefore, while there is flexibility in the design of any wedding service, planning requires the understanding that wedding party and guests are gathered for the public worship of God.

“It is important to note that the marriage liturgy serves not only the couple in their marriage but also all others who are present. The service provides opportunities for all to remember promises they have made and to recommit themselves to those promises. As vows are spoken, married couples can renew their own vows. The statements about marriage, the lessons from Scriptures, and the

prayers remind the congregation of their mission to all families and challenge the people to exercise their responsibilities for mutual support and care.” (*ibid.*, p. 85)

Preparing for Marriage

If you have decided to be married in a Christian service in this church, you should immediately contact a pastor. Do this *before* making any other arrangements.

Normally, a marriage will not be performed without at least one month’s notice; three month’s notice is preferable so that pre-marital counseling can be made in an unhurried atmosphere. The purpose of pre-marital counseling is not to determine whether you should be married but rather to make the best preparation for both the wedding service and your new life as a married couple. You will be expected to attend at least two sessions of two hours each.

Though the Presbyterian Church grieves at the ending of a marriage by divorce, it recognizes that such an event does not preclude the opportunity for new beginnings. Discussion of the previous marriage and those factors that led to its dissolution are considered appropriate in making preparation for the new marriage.

The pastor is in charge of all weddings in the church. Should you desire another pastor, you must seek approval from the host pastor who will then extend the invitation to the other minister. You should pay for the visiting pastor’s travel and lodging.

Reservations

A reservation of the Sanctuary for the service, and the Activity Building for a reception, will be made after the pastor, or a minister ap-

proved by the Session, has agreed to officiate at the ceremony. The exact date and hour for the service, rehearsal, and reception must be recorded in the church office when the reservation is made.

The church reserves the right to schedule multiple weddings on the same day with a minimum of four hours between services.

No wedding can be officially scheduled until, all required forms have been filled in, signed, and return to the church office and Use of Sanctuary payment has been made.

Highland can not be used as a backup venue for rained-out wedding days.

Wedding Director

The wedding director provided by the church is *required* for all weddings and will have full authority for directing the rehearsal and the wedding.

Music for the Service

Because a church wedding is an act of worship, all “music suitable for the marriage service directs attention to God and expresses the faith of the church.” (*Book of Order*, W-4.9005) The texts of all music to be sung must conform to this standard of theological propriety and refer directly or indirectly to God. Instrumental music should be free of obvious references to movie or Broadway show music. In addition to vocal and instrumental music, the congregation may be invited to share in the singing of hymns during the service.

These guidelines for music will apply.

The church’s director of music is the coordinator of all musical arrangements for weddings and should be contacted *prior* to hiring any musicians.

The director of music shall play the organ and/

or piano for all weddings unless prior approval for a guest organist or pianist has been received.

If a vocal or instrumental soloist or ensemble is desired, the director of music shall make all arrangements with that person or group.

Any soloist or instrumentalist should be prepared to sing or play without a microphone.

Highland Church does not provide amplification for musicians and does not allow the use of pre-recorded accompaniments.

All vocal and instrumental music shall be subject to the approval of the director of music and the pastor.

The grand piano may not be moved. Because of space limitations, the piano lid cannot be lowered. If, in spite of this

policy, there is an urgent necessity to move the piano and/or lower the lid, only the Director of Music may do so.

Decorating in the Sanctuary

The Sanctuary has been designed as a place of beauty and worship. For this reason, care should be taken not to obscure or overshadow the Christian symbols that are a part of the place of worship. Decoration of the Sanctuary should be limited and simple.

These guidelines will help you as you plan with your florist.

1. No pews, furnishings, or seasonal decorations in the Sanctuary are to be moved with this exception: seasonal banners and United States and Christian flags may be removed if replaced to their original location immediately following the ceremony.
2. Wire, nails, or screws may not be affixed to any part of the Sanctuary or its furnishings.
3. Carpet protectors must be placed under all candelabra, palm tubs, and other receptacles. These mats must not be tacked

- down.
4. No decorations shall be placed on the retable (the table behind the communion table) except flowers in protective containers, arranged as for a service of worship. No items shall be placed on or affixed to the pulpit, lectern, organ console, or piano. Communion ware shall always remain on the communion table and no other items may be placed there.
 5. Only dripless candles shall be used in the wedding service. Fire department regulations prohibit the use of lighted candles on the windowsills of the Sanctuary.
 6. All decorations not the property of the church are to be removed immediately following the ceremony.
 7. Flowers on the retable will be disposed of as the church sees fit unless the wedding couple indicates their intent to take the flowers with them after the service. If you wish to leave them for church's use in the worship service, please contact the wedding director.
 8. Candelabra and a kneeling bench are not provided by the church. We recommend using Hauser Rental. The wedding director maybe able to assist you with this.
 9. The use of real flower petals by members of the wedding procession is prohibited.

Reception in the Activity Building

The Fellowship Hall in the Activity Building may be used for a reception if scheduling allows. Additional fees and a cleaning deposit are required for non-church members and for special requests.

These guidelines relate to the reception.

1. Receptions must end by 9:30 p.m. and the caterer must clear from the event by 10:00 p.m. The person(s) engaged by the church to restore the facility shall be allowed

- total access to the Fellowship Hall no later than 10:00 p.m. in order to clean and set up the room for Sunday morning classes.
2. Nothing shall be attached to the light fixtures or the ceiling in the Fellowship Hall.
3. No unsecured balloons shall be used. Balloon arches or other free standing balloon decorations are allowed if they are removed by 9:30 p.m. (including all popped balloons). The church is not responsible for disposal of these decorations. The release of helium or air filled balloons is not permitted.
4. Decorations for the Fellowship Hall must be reviewed with the assigned wedding director(s) four weeks prior to the wedding.
5. The Reception Room and the three classrooms are available for use only by special arrangement.
6. Tables and chairs may not be removed from the building.
7. The catering service or wedding party is expected to leave all rooms of the Activity Building in proper order, including all trash in receptacles.
8. Highland Church does not provide paper products (plates, cups, napkins, table coverings, etc.) for receptions.
9. Space is not provided for storage of supplies.
10. If you desire to have banners taken down for a reception **only**, the Sexton or a person designated by the church is permitted to do this. There is an additional fee for removing and restoring the banners.

Other Guidelines for the Worship Service and the Reception

1. Still and Video Photography: Because a wedding is a service of worship, no flash photographs may be taken in the Sanctu-

ary while the wedding is in progress. Pictures should be taken before the wedding music begins or following the recessional. Time exposures may be made only from the balcony. Videotaping using available light may be done only from a stationary location approved by the pastor.

2. Smoking is not permitted in any part of the Sanctuary, including the Narthex, or in the Activity Building.
3. No alcoholic beverages may be served on the church premises at any time. Members of the wedding parties are cautioned not to come to the rehearsal, wedding, or reception at the church under the influence of alcohol.
4. Food is not permitted in the Parlor in the Education Building or the Reception Room in the Activity Building except in extraordinary circumstances with prior approval.
5. Rice under foot endangers the safety of those who are using the halls and walks, and adds to the work of the sexton. Therefore, we require that the members of the wedding assemblage assist us by eliminating the throwing rice on church property.
6. Birdseed may be thrown outside of buildings only. There is an additional fee for removal of birdseed from within a building.
7. Only silk flower petals may be scattered in the Narthex and Sanctuary.
8. Portable church property such as choir robes, projectors, electronic equipment, kitchen utensils, tables, chairs, etc. shall not be loaned for use at a wedding or reception.
9. Do not change temperature controls in any room. Temporary override controls may be used.
10. The wedding director/coordinator shall be

responsible for securing all doors in the Sanctuary and Education Building following the ceremony. It is the responsibility of the bride and groom to have the doors of the Activity Building secured should they use the facility for their reception.

The Sexton/Custodian

The church sexton or a person designated by the church shall be employed to restore the facilities following the ceremony and/or reception.

The sexton cannot perform any preparation for receptions or weddings during normally scheduled work time.

The sexton's services for weddings include:

- Setting air conditioning or heat properly
- Setting up candelabras, kneeling bench, etc., in Chancel
- After the service, cleaning and restoring Sanctuary, Parlor, and other rooms that have been used. The wedding party will leave all rooms they have used in proper order with trash in receptacles.
- If the sexton's presence before or during the ceremony is required, there is an additional fee.

The sexton's services for receptions include:

- Cleaning and restoring the Activity Building for Sunday activities.
- If you desire to have basketball goals, chairs, tables, etc., moved prior to or replaced after the reception, additional arrangements and an additional payment must be made. The family can have friends or family members do this, or it is possible that the sexton can hire additional help. If extra help is hired, each person will be paid at the hourly rate the Sexton is paid.

Printed Order of Service

If you are a congregational member, the church staff can prepare a printed bulletin for your service. If you desire this assistance, fill out the appropriate form enclosed with this booklet and return it to the church office.

Keys to Church Buildings

If you need to borrow keys to one or more church buildings, please read the Key Policy on the next page. You may pick up and return keys between 8:30 a.m. and 4:30 p.m. weekdays only. There is a \$75 key deposit required.

Wedding Fees for Sanctuary

Members: Free use of the Sanctuary

Non-members: \$250 for use of Sanctuary

Members and non-members alike will be charged the following fee(s):

\$150 for custodial cleanup of Sanctuary or Chapel

\$200 for a Highland wedding director who is required at each wedding

Fees for Activity Building

Members: Free use of the Activity Building

Non-members:

\$250 for use of any portion of the Activity Building

\$150 deposit that will be returned if the building is restored to proper order

Members and non-members alike will be charged the following fee(s):

\$150 for custodial cleanup of Activity Building

\$150 for removal and reinstallation of banners

Fees for Renewal of Vows

Members: Free use of the Sanctuary or Chapel

Non-members: \$175 for use of Sanctuary

Non-members: \$100 for use of Chapel

\$100 for a Highland minister.

\$150 for custodial cleanup of Sanctuary or Chapel

\$75 for a Highland wedding director who is required at each wedding

Other Fees

\$300 for a Highland minister. The fee takes into consideration the amount of time involved in the wedding service, the rehearsal, and pre-wedding counseling.

\$300 for Highland's director of music/organist for a standard wedding. Fees for a vocalist or instrumentalist shall be arranged with the director of music.

\$75 deposit per key checked out

Payment of Fees

Write a *separate* check for the church and for each individual who must be paid. For example, write a check for each musician, for the wedding director, and also for any other individuals. *Highland Church cannot divide one check into multiple payments.*

Sanctuary or Chapel fees are collected at the time the wedding is scheduled. They can only be refunded if Highland is notified at least 2 months prior to the wedding date.

All other checks for fees shall be delivered to the church office *one week prior* to the wedding. For example, if your wedding is on a Saturday, deliver fees no later than Friday, eight days before the wedding date.

Responsibility and Release Agreement for Use of Facilities for Wedding and Reception

We agree to assume all responsibility for any incident resulting in injury to persons or damage to or loss of property during use of the facilities at **Highland Presbyterian Church**. In this regard, we do hereby further agree to release the Church, its officers, members, employees, and agents jointly and severally, from any and all claims, causes of action, injuries, damages, costs or expenses arising out of the use of the Church’s property and facilities including without

limitation those based upon death, bodily injury, and property damage, including consequential damages. The undersigned agrees further to indemnify and save harmless the Church, its officers, members, employees, and agents jointly and severally, from any such costs, damages, expenses, and legal fees, which may at any time arise in the future in connection with the use of the Church’s property and/or facilities by the undersigned organization.

Key Policy

We understand that keys, if borrowed, will be returned to the church office during the next working day after use. We understand that a \$75.00 deposit is required to check out a key, with an additional \$10.00 fee per duplicate key. This deposit will apply to each category of key checked out. The deposit will be refunded when the key(s) are returned to Highland Church. Should the key(s) be lost, we understand that this deposit will be forfeited. Pickup and return keys between 8:30 a.m. and 4:30 p.m. weekdays only.

.....
Cut here and return to church office

Signature and Release Form

We, the undersigned, agree to be bound by the **Responsibility and Release Agreement for Use of Facilities for Wedding and Reception** printed above. Furthermore, we agree to the obligations and fees described in the **Key Policy** printed above. By our signature below, we further indicate that we have read all the guidelines in this booklet, **The Church Wedding**, have agreed to abide by them, and have committed to communicate their intent to all appropriate persons involved in our wedding. By our signature below, we agree to pay the Sanctuary / Chapel fee’s now and all other applicable fees to the church office no later than **one week prior to the wedding**.

The undersigned agrees and understands that s/he is authorized to execute this form for and on behalf of his/herself and the wedding party utilizing the Church property and/or facilities.

Signature of Responsible Person _____

(seal)

Phone number(s) _____

Over please ⇨

Instructions

1. Read this entire booklet.
2. Sign the **Signature and Release Form** on the bottom of pages 7 and 8.
3. Cut off the form from the booklet.
4. Fill out the **Wedding Information Form**.
5. If you are a church member and desire for the church staff to prepare an order of service (a bulletin) for your wedding, fill out the **Wedding Bulletin Form**.
6. Return all the above-named forms to the church office during business hours, 8:30 a.m. to 4:30 p.m. weekdays.
7. Enclose payment for the Sanctuary or Chapel fee's (these fee's are *due upon scheduling*).
8. Prepare checks for all other fees *by individual name* and deliver them to the church office no later than 7 days prior to the wedding date.

No wedding can be officially scheduled and no date confirmed until all required forms have been filled in, signed, and return to the church office.

Cut here and return to church office

⇐ *Sign form on other side. Complete the information below.*

Alternate Contact Person _____

Phone number(s) _____

Email _____

Name of Bride _____

Name of Groom _____

Date of Wedding _____ Time of Wedding _____

Space requested: Sanctuary /Chapel /Activity Building _____

For Office Use:

Key(s) checked out # _____

Amount of Deposit \$ _____ Keys Returned _____