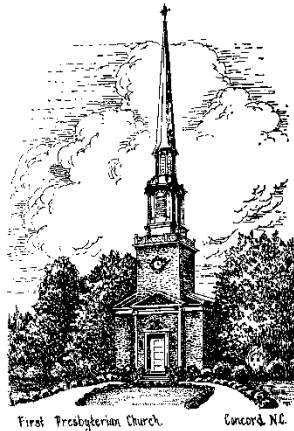

Wedding Information



**First Presbyterian Church
70 Union Street North
Concord, North Carolina
704-788-2100**

CHURCH STAFF

Ellen Crawford True, Senior Pastor
(church office: 704-788-2100)

Jacqueline Yost, Director of Music and Organist
(cell: 704-425-9830)

Janet Patterson, Wedding Director
(cell: 704-796-5259)
(email: janetpatterson195@gmail.com)

Suzanne Russell, Church Administrator
Kim Mazzola, Financial Administrative Assistant
Heath Ritchie, Maintenance Superintendent
(Church Office: 704-788-2100)

A SERVICE OF WORSHIP

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.

In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a teaching elder in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of the session (W-1.4004–.4006). In a service of marriage, the couple marry each other by exchanging mutual promises. The teaching elder witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the statements made shall reflect the fact that the couple is already married to one another according to the laws of the civil jurisdiction.

-- Book of Order, W-4.9000

HOW TO PLAN YOUR WEDDING

I. The Minister

A. Initial Interview. ***The first step is to contact a minister of First Presbyterian Church.*** In order to get married here, at least one member of the marital couple should be a member of First Presbyterian Church; any exceptions to this rule must be approved in advanced by the session. You should do this before any definite plans are made or dates set. The minister cannot agree to perform the marriage ceremony until after an initial interview. It is necessary, therefore, to meet with the minister before any public announcement is made of a wedding to be performed in First Presbyterian Church.

It is the pastoral privilege of the minister to officiate at weddings in the church. As provided in the *Book of Order*, a teaching elder shall not be compelled to perform, nor shall a session be compelled to authorize, a marriage service that the teaching elder or the session believes is contrary to the teaching elder's or the session's discernment of the Holy Spirit and their understanding of the Word of God (W-4.9000).

Upon confirming wedding arrangements, including the date and time of the wedding and the rehearsal, the minister will mark the church calendar for the events, and a wedding booklet, fee schedule (Schedule A) and a blank information sheet (Schedule C) shall be presented to the couple. The information sheet attached as Schedule C must be completed, signed and returned to the church office as quickly as possible after setting the date of the wedding.

B. Guest Ministers. Ordinarily the senior pastor or one of the associate pastors of First Presbyterian Church will have the privilege of conducting weddings in the sanctuary. The invitation for another minister to take part in the service must be considered by the Session and, if approved, must come from a minister of First Presbyterian Church. Couples should not invite other clergy to take part in the service before consulting the minister.

C. Premarital Counseling. Premarital counseling with a couple is a requirement, and a time should be scheduled as soon as possible after the initial interview with the minister. The minister's major concern is that the couple is prepared to take their vows meaningfully and with a sense of commitment to each other. The dynamics of marital adjustment are considered, and all counseling is directed toward helping the couple understand their new responsibilities and roles in marriage, as well as the nature of Christian marriage itself. During the consultations with the minister, the couple will discuss details pertaining to procedures of the wedding service itself and guidelines which have been prepared for the purpose.

D. December Weddings. Sanctuary weddings are discouraged during the month of December due to the high level of activity in the church.

II. The Music

A. Conference with Music Director. The next step is to contact our Director of Music. You will need to arrange a conference with the director to discuss the music of your wedding. All music used or performed in the wedding service must be approved in advanced by the Director of Music. *Since the wedding is a service of worship, only music of a sacred character will be permitted.* Please note that it is the responsibility of the couple to confirm, prior to the rehearsal, that all requests regarding music are understood by the musicians and that plans for special music are in place.

B. Organist. Our policy is that our organist play at all weddings. Should you wish another arrangement, this may be discussed with the Director of Music at conference time, so that the director may approve your organist (or other musicians), the music to be played, and extend an invitation to your musician(s) to play at your wedding.

C. Sound System. Note that the sound system in our sanctuary does not have the capacity to play compact discs or other background music. The music played in our sanctuary is sacred in character and performed live by instrumentalists. Videographers do not have the ability to “tap into” our sanctuary sound system.

D. Recording. Regrettably, the sanctuary does not currently have the capacity to capture audio recordings of a wedding service.

E. Piano Tuning. If the couple wish to have a piano tuned for the wedding, arrangements for tuning must be made through the church office. An extra fee for any such tuning may be charged.

III. The Wedding Director

Mrs. Janet Patterson directs all weddings in our church in conjunction with the ministers and the organist. **It is up to the couple to contact Mrs. Patterson as soon as possible to set-up a conference to discuss the rules and regulations of weddings in the church.** At that time, the Wedding Director will review these policies in detail with the couple (including, without limitation, the restrictions on sanctuary decorations and music).

IV. Wedding License

Prior to the wedding, it is the responsibility of the couple to obtain their wedding license in accordance with state law. The signed originals of the license should be brought and left with the church no later than the rehearsal.

V. Vendors and Third Parties

It is the responsibility of the couple to ensure that all vendors and parties other than church staff members (including, without limitation, all musicians, photographers, videographers, florists and decorators) are made familiar with the contents of this Wedding Policy and agree to be bound by its terms.

ACCOMMODATIONS

I. Capacity

First Presbyterian Church's sanctuary has a seating capacity of approximately 480 guests. The Chapel in the Fellowship House has a seating capacity for approximately 60 to 70 guests. The courtyard between the sanctuary and the Educational Building can also accommodate very small weddings.

II. Decorations

The sanctuary is not a wedding venue. It is a place of worship. As such, it is elegant in its simple appointments and there is little else that needs to be done to add to its beauty. ***As a general rule, decorations used in the worship space should not be unduly elaborate, and excessive expense and ostentation should be avoided.*** Ministers and the Wedding Director exercise the authority of the Session in curtailing any excessive decorations which will distract from the worship service. In addition, the following rules apply:

1. Because the baptismal font and the Lord's Table are important symbols of the faith, they should not be removed from the chancel. No flowers, candles or other objects shall be placed on the Lord's Table or in the baptismal font; provided, however, a pedestal can be placed directly behind the Lord's Table to support flower arrangement.
2. The size of a flower arrangement should never obscure the view of the chancel cross from the pews.
3. Tacks and nails may not be driven into church property, and tape may not be used due to the risk of damage to painted surfaces.
4. Only flower petals may be used or thrown by flower attendants or wedding guests. Because of the safety hazard they pose (and the additional time and effort of cleanup), no rice, bird seed, glitter or similar items may be thrown in the buildings or on the steps of the buildings.
5. Wedding parties will be responsible for the order of the church property for the next service. This is especially important for weddings held on Saturdays. All properties of florists, caterers, or other persons employed to assist with the wedding must be removed immediately after the wedding.

III. Access to Buildings Prior to the Service

The Fellowship House and Education Building will be available **three (3) hours prior to the wedding** for dressing and preparation for the wedding party. Hair and makeup should be completed before arriving at the church. Flowers for the bridal party may be delivered to the Fellowship House. The front office is not to be disturbed. Refreshments are allowed in the kitchen. All personal items must be picked up and cleaned up prior to the wedding service. Should the Fellowship House not be available, other dressing areas will be used.

IV. Receptions Following the Service

The Fellowship House can be used for a reception following the wedding. The rules applicable to the use of the Fellowship House are attached as Schedule B. Davis Hall in the Will Young Building may also be used for a wedding reception or dinner. A caterer should be approved if our hostess will not take care of the reception food, etc.

V. Prohibition of Alcoholic Beverages

No alcoholic beverages may be served or consumed on the church grounds (including, without limitation, in or from private or public vehicles parked on church grounds). The church asks that the entire wedding party and all wedding guests respect this rule at all times during rehearsals, weddings and reception events. No one (including the couple to be married) under the influence of alcohol or any other intoxicant shall be allowed to take part in the rehearsal or the marriage service. The minister has the prerogative of canceling both rehearsal and wedding if this restriction is not observed.

VI. Parking

To insure the safety of those on our property, participants and guests of weddings and rehearsals shall park only in defined spaces in our parking lots. Normal access by emergency vehicles should always be maintained. Cars should not be parked in the brick circle drive in front of the sanctuary without express prior permission. Additional parking is available on Union Street and other downtown lots.

VII. Odds and Ends

- Smoking is not permitted in any building on the church grounds.
- Pets are not allowed in the service or on the premises.

ACCESSORIES AVAILABLE FROM THE CHURCH

Sanctuary

Kneeling bench and cushion - if the couple desires to include kneeling as part of the wedding service, they should so advise the minister when consulting about their service. (The director will also ask them about this in the final preparation of their service.) The church provides a kneeling bench in keeping with the decor of the sanctuary - no other kneeling bench is permitted.

A pair of silver vases - these may be used on the flower stands that are a part of the decor of the chancel.

One silver wine cooler - this may be used on a pedestal behind the Lord's Table to hold wedding flowers.

Wooden candelabra - there are 18 three-branch candelabra which fit on the pews. *These may be used with non-drip candles only, preferably those provided by florists.*

Fellowship House Chapel

A pair of brass vases - which match the accessories used on the table. They may be used on flower stands that are in the sanctuary and can be brought over to the chapel. *(Please see Fellowship House Rules.)*

REHEARSAL

Even the simplest wedding ceremony requires planning and preparation. The rehearsal time should be arranged when the facilities for the wedding are initially reserved in order that the various members of the wedding party can structure their schedules accordingly. **In fairness to the minister, and all those involved, the rehearsal must begin PROMPTLY as scheduled and should proceed without unnecessary delay. The rehearsal will last no longer than one hour.**

At the rehearsal, the time scheduled for members of the wedding party to arrive for the ceremony will be given. Dressing areas for the wedding party will also be assigned. The Wedding Director will provide instructions to the attendants and other details with prior approval of the couple to be married.

RECEPTIONS

If the couple desires to have a reception at First Presbyterian Church, the church office should be notified immediately for approval of availability. The couple is reminded that no alcoholic beverages are to be served during a reception or dinner. **Receptions should not exceed 3 hours following the wedding service, ending no later than 11:00 p.m.**

The Fellowship House is available for a reception following the wedding rehearsal or wedding service. *(Please see Fellowship House Rules.)* Should you choose to use Fellowship House, you will need to contact a member of the Fellowship House Committee to work with you in planning your reception. With approval from the Fellowship House Committee, serving pieces and dishes are available for use for a reception in the Fellowship House only. **These items are not to be removed from the Fellowship House.** The couple is responsible for replacement of misplaced or broken kitchen items and/or serving pieces.

A maximum of 100 people can be accommodated for receptions in Fellowship House. Please keep this in mind when planning your wedding reception.

Davis Hall in the Will Young Building is also available for a reception or dinner following the rehearsal or wedding service. A maximum of 192 people seated (plus staff) or 530 (including staff) with no seating.

Should you choose to use Davis Hall, you will need to contact the Church Hostess to arrange a kitchen attendant to be present in the kitchen with your caterer. Your caterer should come prepared to serve - including linens, serving pieces, food in hot or cold containers. It is not the responsibility of the Church Hostess or kitchen attendant to furnish any of the above including setting up and/or cleaning up (including trash removal). Your caterer should be in touch with the Church Hostess regarding any details about a reception or dinner.

At the conclusion of the reception, it is the responsibility of the caterer to clean up, take-out garbage and remove all decorations in preparation for Sunday services.

To insure the safety of those on our property, participants and guests of weddings and rehearsals shall park only in defined spaces in our parking lots. Normal access by emergency vehicles should always be maintained. Cars should not be parked in the brick circle drive in front of the sanctuary without express prior permission. Additional parking is available on Union Street and other downtown lots.

PHOTOGRAPHY AND VIDEO TAPING RULES

A. By Guests and Participants. Because the wedding ceremony is a worship service, we ask that no photographs or videos of the service be taken from the pews by guests, participants or any person other than your authorized wedding photographer(s). **On your wedding bulletins, please state “We respectfully request that no cameras or video equipment be used in the sanctuary during the service and to please turn off cell phones.”**

B. Videography. If you wish your wedding to be professionally video taped, it is the responsibility of the couple to make these arrangements. This can be done ONLY from the balcony in the sanctuary, or from the back of the chapel. No video cameras may be set up in the chancel.

C. Photography. Please inform any photographer that he/she is not to take pictures during the actual ceremony. From the back of the church, your photographer may take pictures without a flash during the processional and recessional. For purposes of this photography policy, “the back of the church” shall mean either (a) the balcony in the sanctuary or (b) the portion of the sanctuary behind the rear pews. Additionally:

- Photographers may not sit in or between any pews of the sanctuary to take pictures of the processional or recessional, even if those pews are vacant.

- If pictures are taken during the service, outside of the designated times, the ceremony will be stopped by the minister.
- If you wish to have photographs of the ministers with the wedding party, these should be taken immediately following the service.
- The taking of pictures following the wedding service should be limited to no more than 30 minutes.

D. Compliance. Please make sure that all professionals, vendors and guests are familiar with these rules and requirements.

IN CONCLUSION

We are delighted to be able to share in your wedding. We want to work with you to help make this memorable occasion both beautiful and meaningful. We extend our congratulations and best wishes to you for all the years that lie ahead.

If your wedding is canceled or postponed for any reason, it is your responsibility to notify the church office as soon as possible and the church office will notify the minister, organist and director.

Under no circumstances will we allow two weddings to be held on church property on the same day.

Schedule A

FEE SCHEDULE

Minister	\$300
Music	
Organist (includes one wedding rehearsal)	\$300 <i>[note that an additional \$50 fee (minimum) will be assessed for each additional rehearsal]</i>
Wedding Director	\$300
Kitchen Attendant	\$100 <i>[note that an additional \$10 fee will be assessed for each hour over four (4) hours of kitchen service]</i>
Facility Fee for Cleaning	
Sanctuary	\$75
Fellowship House <i>(if wedding in chapel)</i>	\$75
Fellowship House <i>(if wedding and reception)</i>	\$150
Davis Hall <i>(reception)</i>	\$75
Davis Hall <i>(reception and rehearsal dinner)</i>	\$150

The Facility Fee for Cleaning should normally be paid to the church no later than one week prior to the ceremony.

The fee for the organist should normally be paid to the musician one week prior to the ceremony.

The fee for the Wedding Director can be brought to the rehearsal.

Schedule B

RULES FOR FELLOWSHIP HOUSE

In order to care for Fellowship House and its contents, the following rules must be observed.

1. The Fellowship House Committee shall be consulted about activities planned there except for regularly scheduled church related meetings.
2. No activities are allowed except those related to the church (i.e. funeral meals, baptism or bridal luncheons and wedding receptions). Exceptions for appropriate events must be approved by the Fellowship House Committee and/or the Session.
3. The chapel is not to be used for storage of coats and no food is allowed in there.
4. For church related events, all silver must be washed, dried, and locked up immediately following its use. Caterers are required to bring their own silver, dishes, etc.
5. Nothing is to be removed from Fellowship House as most items have been given as Memorial Gifts.
6. Tablecloths which are used must be cleaned according to the directions. The Committee will take care of professional cleaning with the user responsible for the payment.
7. Only flower petals may be used or thrown inside the house. Because of the safety hazard they pose (and the additional time and effort of cleanup), no rice, bird seed, glitter or similar items may be thrown inside or outside the house.
8. No alcoholic beverages may be served inside the house or grounds.
9. Wedding cakes may be served in the small room adjoining the dining room or the dining room, but not in the living room. Other wedding refreshments may not be served in the living room or hall.
10. The church does not furnish candles or napkins.
11. The cleaning fees are \$75 for weddings and receptions. (Should the wedding and the reception both take place in Fellowship House, the cleaning fee would be \$150.)
12. Coats, hats and umbrellas are to be left in the back hall.
13. When furniture is moved, it is to be lifted rather than pushed across the floor.
14. Anything broken must be reported the Committee and paid for. The Committee is responsible for replacing it.
15. Liners in the chapel vases and liner bowls which fit in the epergne may go to the florist. Florist tape and not wire must be used.
16. The chapel is to be used as is.
17. A maximum of 100 people can be accommodated for receptions in Fellowship House.
18. A maximum of 50 people can be accommodated for seated meals.
19. Photography is allowed on the stairs in the foyer, but no one is allowed upstairs. The church offices are on the 2nd floor.
20. Wedding pictures taken in Fellowship House are limited to church members and/or their family members.

21. Furniture, silver, and accessories will be accepted as gifts to the Fellowship House if they are of use or if appropriate placement for the item can be arranged. Portraits of persons living or deceased cannot be accepted for display in the Fellowship House.

Schedule C

**First Presbyterian Church
P.O. Box 789
Concord, NC 28026**

INFORMATION SHEET FOR WEDDINGS

Please fill in the information requested and return this form to the church office promptly after you set your wedding date. *(Please return form even if all the information is not available at this time.)*

BRIDE/GROOM

Name: _____ Church Member: Yes No

Address: _____

Telephone: _____ (home) _____ (cell)

Parent's Name/Address/Phone: _____

BRIDE/GROOM

Name: _____ Church Member: Yes No

Address: _____

Telephone: _____ (home) _____ (cell)

Parent's Name/Address/Phone: _____

WEDDING DETAILS

Day/Date of Ceremony: _____ Time: _____

Ceremony Location (check): Sanctuary Chapel/Fellowship House Courtyard

Reception site (check): Davis Hall Fellowship House Other

If other, please designate reception location: _____

*If you plan to use Fellowship House or Davis Hall for a reception or rehearsal dinner,
have you contacted the Fellowship House Committee and/or the Church Hostess? Yes No*

Day/Date of Rehearsal: _____ Time: _____

Minister: *Weddings on our church property are normally officiated by a minister of First Presbyterian Church.* FPC Minister requested: _____

Music: *Music for weddings at First Presbyterian must be approved by our Director of Music.* Special musical requests to be discussed: _____

Florist: _____

Caterer: _____ (if reception is at church)

I hereby acknowledge that I have received a copy of the Wedding Policy of First Presbyterian Church and agree to abide by its terms. Signature: _____ Date: _____

Date received in church office: _____, 20____