

## INTRODUCTION

Ordinarily, only members of First Presbyterian Church may be married in the church. As you know, a church is more than a place. It is a fellowship of believers. It is a group of people who have discovered the truth of God's love and have committed themselves to growing in Christ and working together to express Christian love in the world. If your love for each other is a reflection of this reality then your wedding belongs in the church, and we will be glad to visit with you about celebrating the event here! Perhaps the following clarifications will help us plan together.

## PERSONNEL

### CLERGY

The Pastor(s) of First Church performs all weddings. Other clergy (family, friends) may be invited by them to assist at your request. At least 120 days before the wedding date requested, the prospective bride and groom will make an appointment for a premarital interview with the officiating Pastor. After the initial interview, the Pastor will confirm the wedding date and schedule four to six counseling sessions.

### MUSIC

All music must be approved by the Director of Music who will consult with you in advance **at your initiative** and help you to make selections that are appropriate for the worship setting of your wedding. The Organist will play for all weddings. In the event he is not available he will recommend an accomplished colleague familiar with the church's organ.

### WEDDING COORDINATOR

The Church has its own Wedding Coordinator. The Wedding Coordinator is responsible for meeting with you prior to the rehearsal to organize the details surrounding the worship service. The Wedding Coordinator will be at the rehearsal and the worship service providing direction to the wedding party, assisting the pastor, and attending to details connected with the building. If you choose to retain the services of an outside wedding coordinator to help you with other wedding arrangements (gown, flowers, reception, etc.) please advise them that their services will not be required regarding the rehearsal or the worship service.

### SOUND ROOM TECHNICIAN

We will provide someone to monitor the sound levels throughout your wedding when the service is held in the sanctuary. This will provide you with the assurance that multiple microphones for soloists, readers, pastors and other speakers will not result in any prolonged feedback problems.

## FACILITIES

### Sanctuary

The Sanctuary of First Presbyterian Church was built in 1929 and seats approximately 525 people. The stained-glass windows, vaulted ceiling and raised chancel provide a wonderful environment for larger weddings. The Schantz pipe organ provides a majestic quality to the music of any wedding and the Kawai grand piano is a wonderful instrument for accompanying the most gifted soloist.

### Chapel

The Lapsley Chapel, with its vaulted ceiling, stained glass windows and small pipe organ, seats approximately 150 people and provides a more intimate atmosphere that makes it ideal for the smaller wedding.

### Parlor

The Parlor is often utilized by the bride and her attendants for dressing and make-up purposes. Its formal decor makes for a wonderful backdrop for those pre-wedding photographs and has enough room to accommodate the largest wedding party.

### Fellowship Hall

This facility features three types of lighting to set the mood for any occasion. This room is suitable for standup receptions with heavy hors d'oeuvres or for seated dinner receptions of approximately 120 people.

### Kitchen

Our industrial kitchen offers several large ovens and cook tops to assist your caterer in the preparation and maintenance of food for your reception.

## REHEARSAL

The Pastor will set the time of the rehearsal in consultation with the couple. The bride and groom are responsible for notifying all members of the Wedding Party of the time for the rehearsal. Forty minutes is allotted for a rehearsal, and it should begin promptly. Any change to the rehearsal time must be negotiated in advance.

## RECEPTION

If the Church Fellowship Hall or Parlor is to be used for the reception, scheduling needs to be arranged well in advance. You may select your own caterer.

**NO FORM OF ALCOHOLIC BEVERAGE IS PERMITTED.**

## REMUNERATION

**\$5,000.00**

There is a flat fee for the use of the church facilities and all personnel. A non-refundable deposit of \$1,000.00 will secure the date and time of your wedding. The balance must be paid to the church office two weeks prior to your wedding.

These charges do not include food, paper goods or tablecloths for the reception.

## ADDITIONAL POLICIES

### FLOWERS AND DECORATIONS

Our Sanctuary and Chapel do not require elaborate decorations. The florist should call to arrange a time for decorating. If flowers will be left for the church service on Sunday, please notify the office (540-344-3204) well in advance. The following rules must be observed.

1. Chancel furniture may not be moved from its position.
2. All potted plants or palms must be placed on saucers to prevent damage.
3. Precautions must be taken to protect the furniture and carpets from the drippings of melted wax when candles are used. Burning candles are not permitted in the aisles.
4. The Cross may not be obscured by flower arrangements.

### PHOTOGRAPHS

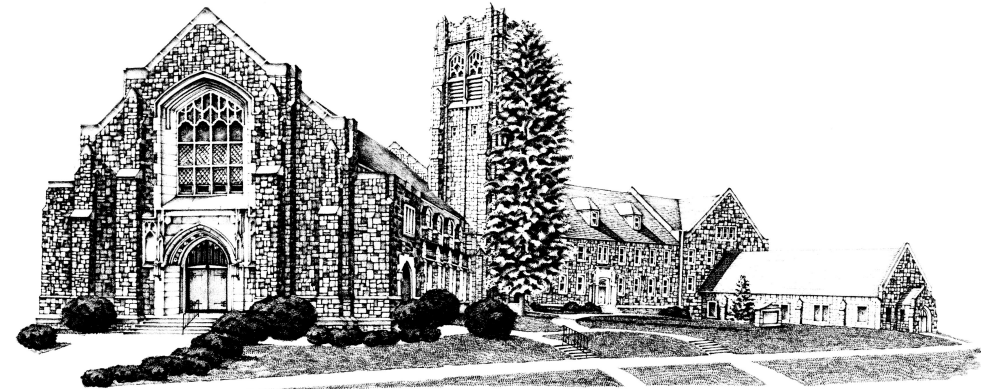
The wedding ceremony is a service of worship of Almighty God and should reflect a spirit of reverent joy. In order to avoid distractions from worship, photographers and guests are not permitted to take any pictures (flash or non-flash) in the sanctuary or chapel during the service. At the conclusion of the ceremony, photographers will be permitted to take pictures of the wedding party recessional. In order to preserve the event on film, other moments of the wedding will be recreated following the ceremony. Videos may be made from the balcony with no additional lighting. Pictures may be made without restriction in the Fellowship Hall or Parlor during the reception.

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THE MARRIAGE LICENSE NEEDS TO BE IN THE CHURCH OFFICE TWO (2) DAYS BEFORE THE WEDDING.

## *FIRST EVANGELICAL PRESBYTERIAN CHURCH*

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*WEDDING GUIDE*