

WEDDING POLICY

*Fayette Presbyterian Church
791 Forrest Avenue
Fayetteville, Georgia 30214*

Updated May 11, 2011

Wedding Policy

Fayette Presbyterian Church

PREAMBLE

The contents within this manual follow the policies and expand upon the Book of Order. Refer to Section W-4.9000 and G-14.0606.

A wedding is one of the most joyous occasions in the life of a couple and their friends and family. As Christians, it is also a special opportunity to strengthen “the ties that bind our hearts together” as God’s people. In this special service of worship, the love of the bride and groom for each other, their solemn vows, the exchange of rings, the presence of “God and these witnesses” all combine to undergird the faith and commitments – not only of the bride and groom, but also of all who attend the ceremony and festivities. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. The following policies are provided to make sure that your marriage gets a great beginning.

I. TO THE BRIDE AND GROOM

Your wedding is, and should be, one of the happiest moments of your life. The church rejoices in this experience and is eager to make every phase one that will be remembered with deep satisfaction. The wedding does not have to be elaborate to be meaningful and beautiful. True meaning and beauty lie in the spirit and attitude of those who take part.

In the excitement of planning a church wedding, many questions arise. This booklet will serve as a guide to making the right decisions. The ministers, staff, and wedding coordinators will be glad to offer any assistance needed.

Please follow these procedures and notify the proper persons concerning these requirements. Our church does have certain requirements that are included here. We ask that you strictly adhere to church policies.

II. CONFERENCE WITH MINISTER

In order to reserve the church for a wedding, contact the church for an appointment with the Senior Pastor. During your meeting, the Pastor will complete a *Wedding Information Sheet* and confirm that the date is available. No wedding can be confirmed before meeting with the Senior Pastor. The service of Christian marriage shall be under the direction of the pastor of Fayette Presbyterian Church and under the supervision of the Session. Others may be invited to participate as leaders in the service at the discretion of the pastor. It is understood that any minister invited to assist in the service shall abide by these policies. After counseling with the couple, if the minister is convinced that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church’s continuing concern for them and not conduct the ceremony. In making this decision, the minister may seek the counsel of the Session. When the date has been confirmed, a \$100.00 non-refundable deposit will be required within seven (7) days of the meeting or the date will not be held on the church calendar. Non-Members can reserve the Church no sooner than six (6) months in advance.

III. LICENSE

The marriage license must be in the hands of the officiating Pastor before the wedding can be performed. **REMEMBER TO BRING IT WITH YOU TO THE REHEARSAL.** Contact the local courthouse in Georgia where the bride resides to obtain the license.

IV. DATE AND TIME

The wedding date should be set as far ahead as possible to ensure the date you wish. There are certain rules about both the date and time that will be adhered to:

- a. Weddings or receptions will not be conducted the week between or weekends around Palm Sunday and Easter, New Year's Day, Fourth of July, Labor Day, Thanksgiving weekend or the week preceding Christmas.
2. We do not schedule Sunday weddings.
3. Non-Members cannot reserve dates for weddings in the Church more than six (6) months in advance.
4. In order to allow appropriate intervals between weddings, a minimum of three (3) hour separations shall occur. More time may be necessary when receptions are held at the Church.

V. MUSIC AND ORGANIST

“Music suitable for the marriage service directs attention to God and expresses the faith of the church.” (Book of Order W-4.9005). The service may include traditional classics, hymns of faith and praise as determined in consultation with the Pastor, Organist, and Music Director. Guest vocalists or instrumentalists may be invited to perform for the wedding and they should confirm music and rehearse with the organist at a time other than that allotted for the wedding rehearsal.

The Fayette Church Organist has the right of first refusal for all weddings held in the Church. If the Staff Organist/Pianist is unable to attend the wedding, a substitute organist or pianist will be sought. Any substitute organist or pianist must submit, in writing, a list of his/her credentials and a complete list of the music to be used before and during the ceremony. Any substitute organist/pianist must be approved by the Fayette Church Organist/Music Director one month prior to the wedding.

Musical selections should be made and confirmed with the organist/pianist 60 days prior to the wedding. Failure to do so implies consent for the Organist/Pianist to use selections of their choice. The family of the bride will be responsible for purchasing the score for any musical selections that have been approved but are not available in the Church's music library or the Organists/Pianists personal library. Music scores should be purchased and given to the Organist/Pianist no later than one month prior to the wedding.

Any soloists or additional musicians desired for the service are to be secured by the family of the bride and any monetary arrangements made personally with them. Musical selections to be offered by these musicians must be approved one month prior to the wedding, as noted above.

Photocopying of music is illegal and will not be acceptable for use unless written consent from the publisher has been obtained and is presented with the copied score.

VI. WEDDING DIRECTOR

A Fayette Presbyterian Church Wedding Director shall direct all weddings and wedding rehearsals. The director will contact the bride for an appointment and arrangements for the rehearsal and wedding will be made at that time.

Usually two coordinators will assist with the rehearsal and the wedding. It is important that the wedding party be on time for the rehearsal so that you may have the full benefit of the allotted time. Additional coordinators will be supervised by a Fayette Presbyterian Church Director.

The wedding directors will coordinate the wedding procession with the organist to make certain that it proceeds smoothly.

VII. REHEARSAL

This is an important part of your wedding. In fairness to all wedding parties, the rehearsal must proceed on time in a quiet, dignified, and reverent manner. Ask your wedding party to arrive fifteen minutes earlier than the scheduled time of your rehearsal. The members of the wedding party should remember that throughout the entire rehearsal they are in a holy place dedicated to the worship of God.

The use of alcohol or illegal drugs before or during the rehearsal or wedding is prohibited. Persons attempting to do this or who arrive to either the rehearsal or wedding intoxicated will be asked to leave the premises.

VIII. REHEARSAL DINNER

Rehearsal Dinners in the fellowship hall are restricted to Member Weddings only. Time usage for our Church is based on a maximum 8-hour limit. This includes Rehearsal, Rehearsal Dinner, Wedding, and Reception. The wedding Coordinator(s) will be in charge and present at all times. If use of the Fellowship Hall is requested, an additional \$100.00 fee will be assessed for utilities (\$50.00) and Wedding Coordinator(s) (\$50.00).

Members only (NO CATERERS) may use the Church China, Silverware, Glassware and Table Linens upon request. It is the member's responsibility to make sure each plate, glass and silverware are counted as not to lose any of the Church supplies. Everything used needs to be washed and replaced (**clean** and **dry**) in cabinets, and the **kitchen left clean**. Also, it is necessary for the Kitchen Committee to be aware if you choose to use the Kitchen for your Rehearsal Dinner.

IX. NURSERY

Nursery facilities are available upon request and arranged through the wedding coordinators. The church has a list of approved sitters for the nursery and one of these persons shall be used. The fee for their service is \$10.00 per hour for weddings and as determined for receptions. Payment is made directly to nursery workers. One worker will be assigned for every four (4) children.

X. DECORATIONS

The most beautiful decorations in the church will always be the simplest.

1. The Paraments on the pulpit, lectern and communion table may be changed to white at the bride's request.
2. The cross, candlesticks and Communion Table may not be removed.
3. No flowers may be placed on the Communion Table.
4. Nothing may be placed upon the piano, organ, handbell tables or handbell table cushions.
5. No thumbtacks, tape, glue, wire, or nails of any sort may be used in the sanctuary.
6. Bibles, hymnals and any other church printed material will remain in the pews.
7. Candles are to be the metal mechanical dripless (paradise) type and arranged in such a way that everything under them is protected. Heavy Duty plastic must be provided by the florist and will be placed under all candelabras.
8. If you want to use a Unity Candle as part of your service, this should be arranged with the florist. You will need to make this known to the Pastor at the time of your conference.
9. Candles may be used in the windows provided they are secured in containers that will trap hot wax and are enclosed in globes or hurricane lamps.
10. Heavy waterproof material must be placed under all fresh flower arrangements or live plants to protect furniture and carpets.
11. Only at the discretion of the Wedding Coordinators may the Church's furniture and decorations, including seasonal decorations, be removed from their present locations. This includes all floral decorations, silk greenery, furniture, accessories and musical instruments.
12. Church seasonal decorations placed in the sanctuary are not to be removed for weddings.

XI. PHOTOGRAPHS

We understand that photographs are important mementos of your wedding. We require that these pictures be taken before or after the ceremony. Any pictures taken in the sanctuary must be completed 45 minutes prior to the ceremony and within 45 minutes at the conclusion of the ceremony. The photographer may take flash camera shots of the bride walking into the sanctuary to begin the wedding and leaving the sanctuary at the conclusion of the ceremony. No other flash photography is permitted during the ceremony. Please inform the wedding guests of this policy before the ceremony and in your bulletin if one is printed.

Stationary video cameras (without flash or lights) may be used within the sanctuary and/or from the sound and light control booth in the back rear near the ceiling. All video cameras should be in place 45 minutes before the ceremony begins and should be placed as to not interfere with the sanctity of the ceremony or restrict access of guests and wedding party to aisles. All video equipment and cameras must remain stationary at all times.

Furniture and/or railings may not be used for support of photographic equipment or photographer to stand on. Tripods must be placed on the floor and remain stationary in order not to detract from the dignity of the ceremony.

XII. RECEPTION

Musical instruments, the communion table, the font, and the lectern in the Fellowship Hall may only be moved by the wedding coordinator in coordination with the music director of Fayette Presbyterian Church. They may not be removed from the fellowship hall. **NO ALCOHOLIC BEVERAGES ARE TO BE SERVED ON THE CHURCH PREMISES.** No rice, birdseed, flower petals (silk or artificial), silly string, confetti, bubbles, etc. may be used inside the church buildings. Use of anything outside the buildings must be cleared with the Wedding Director. **Smoking is not allowed in the church buildings and only in designated areas outside the buildings.**

Music for the reception in the Fellowship Hall should be joyous, but appropriate for a church setting. The Wedding Director must approve a list of the songs to be used at the reception. All food must be removed from the premises immediately following the wedding reception.

The caterer is responsible for leaving the kitchen counters clean, the sinks cleaned out, basket trap in dishwasher cleaned out, the cabinet fronts and handles wiped clean, and the garbage placed in the containers outside at the rear of the Fellowship Hall. The Caterer is responsible to read, sign and return the Caterer's Policy Letter within 30 days prior to the wedding. The wedding party and/or caterer are responsible for setting up the fellowship hall for the next church function at the direction of the wedding coordinator following the reception. A diagram for next function will be provided.

For safety reasons, only bubbles, rose petals or flowerfetti may be used outside the building. A three-hour time period is generally acceptable for receptions.

NOTE: A maximum occupancy of 150 people is suggested in the Fellowship Hall.

XIII. LIABILITY FOR DAMAGE

The Bride and Groom assume full responsibility for any damage, destruction, or loss of church property during the rehearsal, wedding and reception.

XIV. INCIDENTALS

1. The Bride and her attendants may dress in the Bride's room and adjacent ladies room. The Ladies Room must be clean of all personal articles prior to the start of the wedding ceremony so it will be available for use by female guests.
2. The Groom and his attendants may use the Church Library as their dressing room.
3. When more than one activity or ceremony is scheduled for the same day, we request your cooperation in insuring that your decorations and reception materials be removed from the premises in a timely fashion.
4. The Church Brass Candelabras and pew lights are available for use at Member's weddings. ***Nothing can be affixed to the brass candelabra.***
5. Members will need to provide 6" tapers for use in the pew lights and the florist will need to provide paradise candles for use in candelabras.
6. Upon request, the sacrament of the Lord's Supper may be served at a Member wedding and must be offered to all Christians in attendance. The bride must submit a written request to the Pastor and to the wedding coordinator at least three months in advance of the wedding. The wedding coordinator and Pastor must present the request to the Worship Committee for approval by Session.
7. The officiating Pastor should be given the courtesy of reviewing a draft copy of the wedding bulletin before it is printed.
8. Be sure to include an announcement in the wedding program that 'NO FLASH' photography is permitted during wedding ceremony.
9. Your flowers may be left at the church for use at the discretion of the church on Sunday or for delivery to shut-ins.
10. All Fees indicated on the attached fee schedule are to be paid by check made payable to "Fayette Presbyterian Church" unless the fee is to be paid directly as indicated. All Fees are payable to the church by the agreed upon due date, which shall be no later than four (4) weeks prior to the Rehearsal date.

XV. FEES – Discussed in meeting with Pastor; confirmed in meeting with wedding coordinator -

Date confirmed with Pastor _____ Wedding Coordinator _____

	MEMBER	NON-MEMBER
Use of Sanctuary for Ceremony	0.00	\$500.00 *
Use of Fellowship Hall for Reception	0.00	\$500.00
Wedding Coordinator(s)	\$150.00	\$300.00 *
With Reception on Site	\$200.00	\$400.00
Rehearsal Dinners (Member Only)		
Utilities	\$50.00	N/A
Wedding Coordinators	\$50.00	N/A
FPC Organist	\$150.00	\$200.00 *
FPC Pianist	\$150.00	\$200.00
Vocalists and other Musicians	Paid directly by the Bride	Paid directly by the Bride
Sound Director (if used)	\$50.00	\$50.00 *
FPC Nursery Workers	Paid per Policy	Paid per Policy
Cleaning –		
Sanctuary after Ceremony	\$100.00	\$100.00 *
Fellowship Hall after Reception	\$100.00	\$150.00
Chancel Handbell Choir	\$150.00	\$200.00
Officiating Pastor	Paid by Groom ** directly to Pastor	\$200.00 *
Visiting Minister	Paid by Groom directly to Minister	Paid by Groom directly to Minister

***Minimum Non-Member Fee – \$1,350.00** **NO REDUCTION IN MINIMUM FEE FOR ANY REASON**

**** Recommended Honorarium \$150.00 - \$200.00**

\$100.00 Non-Refundable Deposit __ attached, or __ due by _____. Payable to “Fayette Presbyterian Church”
Balance of \$ _____ due by _____ (No later than ____ weeks to Rehearsal)

I READ THE POLICY AND WILL ABIDE BY THE RULES OF THE CHURCH _____
(Signature)

Bride Signature

Wedding Coordinator Signature

WEDDING RESERVATION SHEET
(COMPLETE IN FULL)

Today's Date _____ Rehearsal Date _____ Wedding Date _____

Rehearsal Time _____ Wedding Time _____

Bride's Name _____ Groom's Name _____
Print legal Baptized Name *Print legal Baptized Name*

Address _____ Address _____

City, State, Zip _____ City, State, Zip _____

Telephone (W) _____ (H) _____ Telephone (W) _____ (H) _____
(Please advise if your telephone number changes prior to the wedding)

Church Membership: Fayette Pres _____ Other _____ Church Membership: Fayette Pres _____ Other _____

Previously Married: Yes _____ No _____ Previously Married: Yes _____ No _____

I READ THE POLICY AND WILL ABIDE BY THE RULES OF THE CHURCH _____
(Signature)

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Address after the marriage: \_\_\_\_\_

Pastor Officiating: \_\_\_\_\_ Visiting Minister: \_\_\_\_\_

Organist: \_\_\_\_\_ Pianist \_\_\_\_\_

Will Unity Candle be used during Ceremony: \_\_\_\_\_ Meeting with Organist is scheduled on: \_\_\_\_\_

Soloist: \_\_\_\_\_ Sound: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_ Policy Returned: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_ Policy Returned: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_ Policy Returned: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_ Policy Returned: \_\_\_\_\_

Place of Reception: \_\_\_\_\_

Would you like to leave flowers in the Sanctuary for use in the church? \_\_\_\_\_

Number of Attendants: Maid/Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_ Ushers \_\_\_\_\_  
Bridesmaids \_\_\_\_\_ Groomsmen \_\_\_\_\_ Wedding Book Attendant \_\_\_\_\_  
Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Expected number of Guests: \_\_\_\_\_

Seating Needs: Divorced Parents \_\_\_\_\_

Step Parents \_\_\_\_\_

Grandparents \_\_\_\_\_

Other \_\_\_\_\_

Handicap access needed \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone (H) \_\_\_\_\_  
 (C) \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone (H) \_\_\_\_\_  
 (C) \_\_\_\_\_

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## CATERER'S POLICY

FAYETTE PRESBYTERIAN CHURCH  
791 FORREST AVENUE  
FAYETTEVILLE, GEORGIA 30214

We welcome you to Fayette Presbyterian Church as the caterer for the wedding of

\_\_\_\_\_ and \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

To avoid any misunderstanding or last minute changes please be advised of the following church policies regarding the care of our Fellowship Hall and Kitchen.

- No full cooking is permitted. Stoves and warming tables may be used for re-heating.
- Any cooking utensils used must be cleaned and returned to their original storage area.
- NO China, glassware, silverware or tablecloths may be used.
- All food must be removed from the premises immediately following the reception.
- Leave the counters clean, sinks cleaned out, the cabinet fronts and handles wiped clean. Place all garbage in the containers outside the rear of the Fellowship Hall. If the containers are full, please make sure the garbage is secured in bags with tops tied shut and placed on top of the containers.
- Do not hang anything from the cabinet doors or handles.
- The dishwasher and trays must be clean and catch baskets emptied. There is a basket under the dishwasher that has a slide out tray....this must be emptied and rinsed clean.
- Please sweep the kitchen floor.
- It is the caterer's responsibility to do the set-up for the reception and to return the Fellowship Hall to its normal set-up for the next activity. Normal set-up includes all round tables with six chairs at each and additional chairs lined around the walls. If needed for a special function, a diagram will be provided to the caterer if the following activity requires a deviation.
- Any spills should be attended to promptly and brought to the attention of the Wedding Coordinator.
- Do not use the church furnishings to block doors open.
- Any seasonal decorations in the Fellowship Hall are to remain in place. Only at the discretion of the Wedding Coordinator may the Church's decorations, including seasonal be removed from their present locations.

- The drive-thru must be kept open at all times. Please unload vehicles promptly and move them to the parking lot at the back of the Fellowship Hall.
- The church cannot be responsible for any injury incurred by you or your employees. You must have Workmen's Compensation Insurance or be self-insured.
- It is understood that the church cannot be held responsible for valuables left unattended in the Kitchen, Fellowship Hall or other areas of the Church.

If you have any questions, the wedding director for this wedding is \_\_\_\_\_ and her phone number may be obtained from the church office at 770-461-7147.

Please sign below acknowledging your intention to comply with these policies. Keep one copy of this agreement for your records and give the other signed copy to the bride to return to the wedding coordinator. Failure to sign this agreement and abide by church policies will result in your not being allowed to decorate for future weddings in Fayette Presbyterian Church.

Thank you for your cooperation.  
FPC Wedding Coordination Committee

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## **FLORISTS POLICY**

**FAYETTE PRESBYTERIAN CHURCH  
791 FORREST AVENUE  
FAYETTEVILLE, GEORGIA 30214**

We welcome you to Fayette Presbyterian Church as the florist for the wedding of

\_\_\_\_\_ and \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

To avoid any misunderstanding or last minute changes in the decorations, please be advised of the following church policies regarding wedding decorations.

- The Communion table candles and cross are to remain in their places. No decorations of any type may be placed on the communion table.
- Church Seasonal decorations in place in the Sanctuary may not be removed for weddings.
- Only at the discretion of the Wedding Coordinator may any other of the church's furniture and decorations, including seasonal decorations be moved from their present location.
- Heavy "clear plastic" must be placed under all candles, live plants and fresh flower arrangements to protect the carpet and furniture.
- Aisle Runners may not be attached to the carpet with double face tape.
- Candles may be used in the windows, provided they are secured in containers that will trap hot wax and are enclosed in globes or hurricane lamps.
- All candle lighters are to be provided by the florist.
- Tacks, staples, nails, wire or tape are not to be used on any part of the building or furnishings.
- Unity candles and stands, if used, are to be provided by the florist.
- If using pew markers or pew lights – please use plastic pew clamps or padded clamps to secure to the pews. Floral arrangements or bows must be attached to pews with plastic pew clamps. (No wire, tape or tacks may be used)

If you have any questions, the wedding director for this wedding is \_\_\_\_\_ and her phone number may be obtained from the church office at 770-461-7147.

Please sign below acknowledging your intention to comply with these policies. Keep one copy of this agreement for your records and give the other signed copy to the bride to return to the wedding coordinator. Failure to sign this agreement and abide by church policies will result in your not being allowed to decorate for future weddings in Fayette Presbyterian Church.

Thank you for your cooperation.  
FPC Wedding Coordination Committee

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## **PHOTOGRAPHER/VIDEOGRAPHER POLICY**

**FAYETTE PRESBYTERIAN CHURCH  
791 FORREST AVENUE  
FAYETTEVILLE, GEORGIA 30214**

We welcome you to Fayette Presbyterian Church as the photographer/videographer for the wedding of

\_\_\_\_\_ and \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

To avoid any misunderstanding or last minute changes please be advised of the following church policies regarding photography coverage in and on church premises.

- All pictures are to be taken before or after the wedding ceremony.
- Any pictures taken in the sanctuary must be completed 45 minutes prior to the ceremony and within 45 minutes at the conclusion of the ceremony.
- Flash camera shots may be taken of the bride walking into the sanctuary to begin the wedding and leaving the sanctuary at the conclusion of the ceremony.
- No other flash photography is permitted during the ceremony.
- Stationary video cameras (without flash or lights) may be used within the sanctuary and/or from the sound and light control booth in the back rear near the ceiling.
- All video cameras should be in place 45 minutes before the ceremony begins and should be placed as to not interfere with the sanctity of the ceremony or restrict access of guests and wedding party to aisles.
- All video equipment and cameras must remain stationary at all times.
- Furniture and/or railings may not be used for support of photographic equipment or photographer to stand on.
- Tripods must be placed on the floor and remain stationary in order not to detract from the dignity of the ceremony.
- It is understood that the church cannot be held responsible for valuables left unattended in and around the Church property.

If you have any questions, the wedding director for this wedding is \_\_\_\_\_ and her phone number may be obtained from the church office at 770-461-7147.

Please sign below acknowledging your intention to comply with these policies. Keep one copy of this agreement for your records and give the other signed copy to the bride to return to the wedding coordinator. Failure to sign this agreement and abide by church policies will result in your not being allowed to photograph future weddings in Fayette Presbyterian Church.

Thank you for your cooperation.  
FPC Wedding Coordination Committee

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_