

Weddings and Funerals _____ **5000**

Wedding Policy _____ **5100**

It is a pleasure for First Presbyterian Church to share with you in the celebration of your marriage. It is our hope that you will find this one of the most meaningful and one of the happiest moments of your life.

We hope these guidelines will help you in your planning, advise you in your choices, and encourage you to look forward to your wedding as one of the most memorable and beautiful experiences in your Christian life. May you experience the reality of the closing prayer of the Wedding Service:

Almighty and ever-blessed God, whose presence is the happiness of every condition, and whose favor hallows every relation: we ask Thee to be present and favorable unto Thy servants, that they may be truly joined in the honorable estate of marriage, in the convent of their God. As Thou hast brought them together by Thy Spirit, giving them a new frame of hearts fit for their new estate; and enrich them with all grace, whereby they may enjoy the comforts, undergo the cares, endure the trials, and perform the duties of life together as becometh Christians, under Thy heavenly guidance and protection; through our Lord Jesus Christ. Amen.

Presbyterians believe that "marriage is a gift God has given to all humankind for the well being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called are to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith" (Book of Order, Presbyterian Church U.S.A.).

First Presbyterian rejoices in your decision to marry and hopes your service at our Church will be a happy occasion. Our Ministers, Wedding Committee Members, and Church Staff will assist you in any way they can. This booklet is presented to you with the prayer that it will assist you in making your plans in such a way that this day may be among the most memorable of your life.

Christian marriage clearly is far more than the legal contract required by the state which is easily established and dissolved. Because of this, when a couple requests that their wedding be performed by a minister in the church sanctuary, we assume that this event is an act of Christian worship. In keeping with the beauty and significance of marriage, our intent is to provide a religious service characterized by reverence, dignity, and good taste. This pamphlet is designed to assist couples in planning a wedding service that is a beautiful and worshipful beginning to a long and happy life together.

Setting the Date and Scheduling the Church

All successful endeavors require painstaking planning and a marriage is no exception. To establish a date for a wedding at First Presbyterian Church, the following steps need to be completed:

1. Weddings are scheduled by the Church Office Manager. After you have read this manual an appointment should be made with the Church Hostess to review the guidelines, complete the attached form, and pay the deposit for use of the church.
2. The proposed date and time must be confirmed by the minister, organist and church calendar. The church is not available on Thanksgiving weekend, Christmas Eve, Christmas Day, or Easter Weekend.
3. Non-members cannot schedule the Church more than four months prior to their wedding date. All prospective couples must contact the church at least six weeks before the proposed date.
4. You are responsible for contacting the Minister, who will review the order of service and provide premarital counseling, if desired. Normally, non-member weddings conducted by outside ministers will not be scheduled.
5. The bride is responsible for explaining the guidelines provided in this manual to the florist, photographer, caterer, wedding party, and other people that will be involved with the ceremony. Any questions should be addressed to the Wedding Director, Ellen Butts, at (706)884-3700 or (706)402-9910.

Wedding Music

A wedding is a service of worship and therefore, the music needs to be appropriate for worship and the dignity of the Sanctuary at First Presbyterian Church. All vocal music used during the service should have sacred texts (i. e. Psalm and hymn texts). Secular music and popular songs should be reserved for the reception. The Senior Pastor may request changes in music if he/she perceives any of the selections as not being appropriate for the wedding service.

The couple should set an appointment with the organist early in the planning stages to enable the organist to offer assistance in the selection of music appropriate for a particular couple's wedding. First Presbyterian Church in LaGrange enjoys a beautiful sanctuary that has wonderful acoustics. All music should, therefore, be presented without additional amplification. Recorded music is not allowed.

The Organist

It is the policy of First Presbyterian Church that our organist will play for all weddings except those for which only piano is required. A consultation with the couple, rehearsal with instrumentalists or vocalists, and the playing of wedding music, prelude music, and postlude music are all included in the organist's fee of \$250.00

Should the organist at First Presbyterian Church be unable to play for a wedding he will notify the Director of Music and the Wedding Director at First Presbyterian Church and they will select an alternate organist.

Should the couple wish to include an organist of their own choosing due to personal ties, they should notify the pastor, who, with the music director will determine whether the proposed organist is competent to play our instrument and share in the leadership of worship in our sanctuary.

Should the couple desire instrumentalists and/or vocalists for the wedding, the Director of Music at First Presbyterian Church will be pleased to assist in identifying such persons.

Flowers and Decorations

1. Since the wedding is a service of worship, decorations should be made to enhance the beauty of the Sanctuary. The bride or florist should make arrangements with the church office or wedding director to decorate the sanctuary. Care must be taken not to damage the pews or other furnishings –most florists know this already.
2. No nails, screws, thumbtacks, staples, or tape may be used in any part of the Sanctuary nor any carpentry work or temporary construction be erected.
3. Symbols which depict our traditions may not be removed or obscured. These include the cross, Communion table, baptismal font, banners and paraments.
4. The Church has several brass flower containers available for your use at no cost. A prieu dieu or prayer bench is also available at no cost. The Church also has four seven-branch brass candelabras. If these are used, a \$20 fee will be charged for candles. Brass candle lighters are also available along with acolyte robes at no cost.
5. Artificial flower pedals may be used inside by a flower girl. Only birdseed or flower petals may be thrown outside of the sanctuary.
6. First Presbyterian Church staff and employees are not responsible for any forgotten items. Please remember to remove all belongs after the ceremony is complete.

Prior to the service the communion table will be moved to the choir chancel and may on request be replaced with the Prieu Dieu. The modesty rail, communion table and baptismal font may NOT be removed from the sanctuary. Choir chairs may be removed upon request. Questions regarding the arrangement of the Sanctuary should be directed to your Wedding Committee representative.

Courtesy in the Church

Because Christian marriage is characterized by patience, dignity, respect and mutual responsibility, it is fitting that the same virtues be exercised during the wedding and rehearsal. Any question regarding the following guidelines maybe discussed with the wedding director.

1. Alcohol and Tobacco: no alcohol beverages are permitted in any part of the church or on the church grounds. Smoking is not permitted in the building.
2. Photography: Flash photography is not allowed once the bride enters the sanctuary. Photographs may be taken during the recessional. The photographer may stand in the narthex door for these pictures. It is the responsibility of the couple to inform photographers and family members of these guidelines so that your service will not be interrupted in any way. The service may be videoed from the back right.
3. Please be sure that someone is designated to remove all decorations promptly after the ceremony. The church custodian will be sure the sanctuary facilities are in order for worship.

Nursery

The Nursery Committee will be glad to try to provide child care workers for weddings provided they have enough advance notice and provided they are able to find workers who have been approved by our committee and who are available to work. Our policy is to have two of our own trained adult workers in the nursery whenever possible (for liability reasons). The fee for providing a nursery for weddings at the church will be a **minimum** of \$20 per worker and \$10 per hour per worker for any time over 2 hours.

The nursery workers are to be paid when the children are picked up (not mailed to them later). The nursery should not be used if the guests are off premises (as for a reception in another location) for safety and security purposes.

Rehearsals

Wedding rehearsals should be conducted in a prompt and timely fashion. It is essential that the wedding party be punctual for the rehearsal and wedding. The bride should ask the wedding party to arrive 15 minutes earlier than the scheduled time. We generally expect the rehearsal to last about one hour. Please schedule the rehearsal early enough to allow time to finish and arrive at the rehearsal dinner on time.

Receptions and Rehearsal Parties

The Fellowship Hall is available for rehearsal parties and receptions. The Church does not assume responsibility for decorating the Fellowship Hall. No alcoholic beverages may be served at rehearsal parties or receptions. First Presbyterian Church is a smoke-free environment. The bride is responsible for securing her caterer and is responsible for any breakage or damage to church property. The Wedding Committee member has a complete list of equipment and services available for rehearsal dinners and receptions. No DJ's.

General

First Presbyterian does not assume responsibility for the loss of any items during your rehearsal, wedding, or reception. A Bride's Room for the bride and mother is located on the Sanctuary level of the Main Building. Bridesmaids will dress in Room 208. Groomsmen will use the nursery. Reserved parking will be arranged by your Wedding Committee member for the service. The Church bell may be rung upon the bride's request by the custodian at the conclusion of your service.

Wedding Director

All weddings and rehearsal will be supervised by the Wedding Director or a Wedding Committee member. They will serve even when an "outside" consultant is used. There is no charge for this service.

The Wedding Committee

Mrs. Ellen Butts Director 884-3700			
Mrs. Sibyl Slagle	884-4216	Mrs. Emily Morton	883-5559
Mrs. Betsy Moultrie	882-2807	Mrs. Betty Drinkard	884-3353
Mrs. Barbara Miller	884-2979	Mrs. Gail Hunnicutt	882-8677
Mrs. Anne Fischer	884-2800	Mrs. Mary Louise Moultrie	884-1083
Mrs. Debbie Hutchinson	882-4446	Mrs. Janis Kish	882-3689
Mrs. Janice Kish	882-3689	Mrs. Jenny DeCelle	884-4064
Mrs. Mary Lee Brown	812- 8522	Mrs. Judy Yarbrough	882-5224
Mrs. Janice Westbrook	884-5224	Minister	884-4064
Mrs. Deana Davenport	882-1152	Director of Music	884-4064
Mrs. Selma Gore	883-6095	Church Office	884-4064

Member Fee Schedule

A deposit of \$100 will be due at time church is reserved. The remainder is to be paid to the Church Financial Secretary one week prior to the service. Members of South Highland Presbyterian, Dallas Presbyterian Church, and Loyd Presbyterian Church follow the same guidelines as set forth under the schedule of Member Fees.

	<u>Members</u>	<u>Non-Members</u>
Sanctuary Rental	No Charge	\$350
Fellowship Hall Rental	No Charge	\$100
Parlor Rental	No Charge	\$50
Remove & Replace Choir Chairs	\$ 50	\$50
Rehearsal & Wedding Custodial	\$150	\$150
Reception Custodial	\$100	\$100
Candles for Candelabra	\$ 20	\$ 20
Prieu dieu (prayer bench)	No Charge	No Charge
Punch Bowls	No Charge	No Charge
Dishes	No Charge	\$ 50
Bell Banner	No Charge	No Charge
Minister	No Charge	\$125
Organist	\$250	\$250
Wedding Hostess	No Charge	\$100

Total Cost _____

Deposit Paid _____ Date _____

Balance Due _____ Date Due _____ Date Paid _____

Signature of Church official

Date

Non-Member Fee Schedule

A deposit of \$100 will be due at time church is reserved. The remainder is to be paid to the Church Financial Secretary one week prior to the service. Members of South Highland Presbyterian, Dallas Presbyterian Church, and Loyd Presbyterian Church follow the same guidelines as set forth under the schedule of Member Fees.

Sanctuary Rental	\$350
Fellowship Hall Rental	\$100
Parlor Rental	\$50
Remove & Replace Choir Chairs	\$50
Rehearsal & Wedding Custodial	\$150
Reception Custodial	\$100
Candles for Candelabra	\$ 20
Prieu dieu (prayer bench)	No Charge
Punch Bowls	No Charge
Dishes	\$ 50
Bell Banner	No Charge
Minister	\$125
Organist	\$250
Wedding Hostess	\$100

Total Cost _____

Deposit Paid _____ Date _____

Balance Due _____ Date Due _____ Date Paid _____

Signature of Church official

Date

To be completed by the Bride and returned to the Church office

Bride's Name _____ Groom's Name _____

Bride's Phone No. Before Marriage _____

Bride's Address Before Marriage St. _____ City _____ State _____ Zip _____

Bride's Address After Marriage St. _____ City _____ State _____ Zip _____

Rehearsal Date _____ Time _____ Church Should be Opened By _____

Wedding Date _____ Time _____ Church Should be Opened By _____

No. of Ushers _____ No. of Bridesmaids _____ No. of Groomsmen _____

Minister

Organist _____

Other Musicians

Photographer _____

Florist _____

Family Member Designated for Cleanup _____ Phone No. _____

I will _____ will not _____ leave flowers for Sunday use. If my flowers are used, I would like the following wording used in the Sunday bulletin:

The Presbyterian Church, U.S.A. regards the funeral service as a service of worship. The Book of Order states: "The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve." (W-4.10001)

In light of this, the Session of First Presbyterian has developed the following policies regarding funerals in the Church.

- I. Church members are encouraged to have funeral services at the Church.

A Christian's funeral in the church is appropriate because it gives a balanced perspective of death. For example, mortuary chapels are associated only with death, but the church building is associated with many different life experiences. In the church we baptize, marry, worship and gather for fellowship. These experiences enable us to balance our view of death.

2. The Christian's funeral focuses on spiritual aspects of death rather than the physical remains; hence the casket will not be opened during the service in the sanctuary.
3. The sanctuary is not equipped to accept a large quantity of flowers. It is recommended that a minimum of flowers be used. Ordinarily, a casket spray, chancel arrangement and narthex arrangements are sufficient.
4. Honorariums to the officiating pastor(s) and staff of First Presbyterian are not expected from church members. Honorariums should be considered only if unusual expenses are incurred; such as out-of-town burials, etc. Some funeral homes charge minister and musician fees. Members should consult with funeral directors about this expense which is not requested by the church.
4. Church members may consider private graveside rites followed by a public service of worship including the use of hymns, scripture, sermon, prayer, affirmations of faith etc.

Wedding and Funeral Music Policies _____ 5300

A policy to specify the guidelines for the use of music resources: organ, choir robes, music and hand bells.

The organ should remain locked when not in use. Keys will be kept in office and in possession of church organist. Any organist other than First Presbyterian Church Organist should be referred to First Presbyterian Church Organist for an introduction to the organ at the convenience of First Presbyterian Organist.

A list of organists who have previously been introduced and approved by the Church Organist will be kept in the church office.

Organ students who have been trained by First Presbyterian Organist in maintenance and care of organ may have access to the organ for rehearsal and lessons. A list of these names will be kept in the church office to allow access to key.

The use of pianos is under the discretion and approval of the Director of Music.

Hand bells and robes may not be borrowed.

Sheet music, collections, etc. may be borrowed through the Director of Music.