

# *Wedding Policy*



*First Presbyterian Church Salina*



*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.*

From the Book of Order,  
Presbyterian Church (U.S.A.)

## **STATEMENT ON CHRISTIAN MARRIAGE**

We are pleased that you wish to be married in First Presbyterian Church (FPC), Salina, Kansas, and take this opportunity to acquaint you with our policies so that your wedding ceremony will be a meaningful worship service.

In the Presbyterian tradition, the wedding is more than a social contract; it is performed as an act of worship and reflects a religious covenant. Certain understandings undergird and influence the way a wedding is conducted in the Church, and distinguishes the Church wedding from a secular ceremony.

The Christian marriage ceremony is a service of worship before God. As such, reverence is expected on the part of all present. In the wedding ceremony, we gather in the presence of God:

- To give thanks for the gift of marriage,
- To witness the joining together of two persons,
- And to ask God's blessing so that they may be strengthened for their life together and nurtured in their love for God. In marriage, two people are called to a new way of life, created, ordered and blessed by God.

Since the marriage ceremony is a service of worship, the pastor of FPC will discuss the various liturgical possibilities with each couple and guide them in their selection. It is understood, however, that each couple has the responsibility for acquainting themselves with this wedding policy and for abiding by it. Whether or not the persons to be married are members of FPC, the service shall be under the direction of the pastor of the church. The choice of FPC for your wedding assumes your willingness to respect the theological integrity of the Reformed tradition.

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### SCHEDULING

When a couple wishes to be married at FPC, the Wedding Coordinator shall be consulted before the date is set. This contact should be made during Church Office business hours. The time and date of your wedding will be coordinated with the Pastor and the church calendar. The Pastor shall be the officiating pastor at all weddings held in the church, except in unusual circumstances. All visiting clergy must be approved by the Session (the governing board of FPC) and invited to participate by the Pastor of FPC. The FPC officiating Pastor will direct the rehearsal and the marriage service. The Wedding Coordinator, musicians and all other participants are under their direction. The rehearsal is important because it sets the tone for the marriage service itself. (See REHEARSAL section)

The couple **must plan three conferences** with the Pastor and consult with them on all wedding plans before they are finalized.

Weddings will **not be scheduled on:**

- The Saturdays before Palm Sunday and Easter, Palm Sunday and Easter;
- Christmas Eve, Christmas Day or on the weekend following Christmas (if Christmas is on a Thursday or Friday);
- The holiday weekends of New Year's Day, Labor Day; or the Friday and Saturday following Thanksgiving Day.

Scheduling and fees for a non-member whose parent is an active member of FPC will be the same as for a member. Scheduling and fees for a non-member whose grandparent is an active member of FPC will be \$100 less than the non-member cost.

## **WEDDING COORDINATOR**

FPC provides a Wedding Coordinator to oversee the arrangements and details of the service. Once the date is confirmed, an appointment with the Coordinator is required to discuss FPC's wedding guidelines. Questions about arrangements, music, fees and use of the facilities will be discussed at this conference. The Wedding Coordinator is a member of the church and will work with the Pastor in coordinating the wedding.

The Wedding Coordinator will be the final authority in questions concerning decorations and arrangements.

## **FACILITIES & ARRANGEMENTS**

There are two facilities in the church in which a marriage service may be held:

- The Sanctuary, including the balcony, is appropriate for larger weddings. It can accommodate up to six hundred persons.
- The Memorial Chapel is appropriate for smaller services. It seats up to seventy-five persons.

## **MUSIC**

Music is always important at a wedding service. All selections must be approved by the FPC Pastor.

## **FLOWERS**

Arrangements for floral decorations are made through the florist of your choice. The sanctuary is expected to look like what it is – the worship area of a Christian Church.

**Immediately after the service is concluded, all flowers, aisle bows, etc. shall be removed by the family.**

## **CHURCH ACCESSORIES**

In all cases, safety of decorations shall be of paramount consideration. Items of church property such as candelabra with candles, and window hurricane lamps with candles are available for your use and included in the basic fee. Nothing but bouquets or bows may be used on the center or side aisle pews and they can only be attached with ribbon or rubber bands.

## **PHOTOGRAPHY/VIDEOTAPING**

Recognizing that the wedding is a service of worship, couples must discuss picture arrangements in advance with the Wedding Coordinator, in particular the type of photography/videotaping to be used and the time allotted for such purpose. Flash photography is prohibited during the service.

## **REHEARSAL**

Ordinarily, the wedding rehearsal is scheduled for late afternoon the day before the wedding and will last one hour. It is imperative that the wedding rehearsal begins promptly at the scheduled time. It is the responsibility of the couple to ensure that all members of the wedding party arrive on time.

Ushers, musicians, candle lighters and family members who are to be formally seated during the service should be present at the rehearsal. The Wedding Coordinator will give the ushers their instructions regarding their specific duties at the rehearsal and service.

The Wedding Coordinator will consult with the couple to decide on “technical” arrangements prior to the rehearsal. These arrangements include:

- Which parents, grandparents and other relatives are to be formally seated as part of the wedding processional and who is responsible for seating these persons;
- When the candles are to be lit;
- The order of attendants to enter the sanctuary, if they are to be escorted, and where they will stand;
- If there is to be a receiving line following the ceremony and where it will be.

## **REHEARSAL DINNER/RECEPTION**

Rehearsal dinners and/or receptions may be held in Blair Hall. Arrangements must be made with the Church Administrator at the time the wedding date is set and scheduled on the church calendar. There is an additional fee for using Blair Hall that is not included in the wedding fees. The church administrator will advise what the fee is at the time of scheduling.

Food service arrangements (using family members, friends, or local catering service) for dinners or receptions must be approved by FPC. A member of the church staff must be on the premises during the dinner or reception. Fees for this service are included in the fee schedule mentioned in the preceding paragraph.

## GENERAL INFORMATION

- The Church Office does not prepare wedding bulletins.
- For reasons of safety and cleanliness, the use of rice, wheat, birdseed, confetti, sparklers, balloons or any other items of a similar nature **is not permitted** before, during or after the wedding. Bubbles and individual candles may be used outdoors with prior approval of the Wedding Coordinator.
- Alcoholic beverages **are not** permitted on church premises or property at any time. No smoking is allowed in the church building.
- The church cannot take responsibility for loss, damage or theft of any personal items (such as purses, cameras, billfolds, cash, etc.) left in the dressing areas. Please do not leave money, jewelry or other valuables unattended at any time. Members of the wedding party and other family members are urged to lock all items of value in their cars before the ceremony begins.
- Because the church will be locked as soon as all wedding guests depart, all personal items belonging to the wedding party or used during the ceremony (clothing, flower arrangements, etc.) **must be removed from the church immediately after the wedding ceremony.**
- All persons utilizing the church premises and property during the rehearsal and wedding service are expected to leave all areas in the **same condition** that it was found. In the event of damage, destruction or loss of church property, the couple understands and agrees to reimburse the church at replacement cost for such damage or loss.

## MARRIAGE LICENSE PROCEDURE

The Pastor cannot by law conduct your wedding unless the marriage license is in their possession. Please be sure to bring it to the wedding rehearsal.

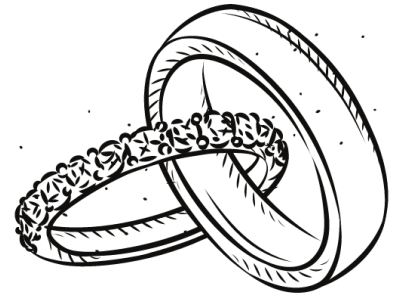
## CHECKLIST FOR ARRANGEMENTS AT FIRST PRESBYTERIAN CHURCH

### FIRST STEP (when wedding date has been approved)

- ✓ Wedding Information Form completed and returned along with a \$100 application fee.
- ✓ Dates for conferences with officiating pastor set
- ✓ Church Organist is contacted to discuss options for wedding music
- ✓ Pertinent sections of wedding policy handbook provided and reviewed with florist, photographer and caterer, if applicable, to make sure they understand and agree to comply with all policies and procedures.

### SECOND STEP (4 weeks before wedding date)

- ✓ Pay service fees
- ✓ Obtain marriage license
- ✓ Contact Wedding Coordinator to set up time to finalize rehearsal arrangements



**OUTLINE OF A CHRISTIAN MARRIAGE CEREMONY**  
*(Order of Worship Must be Discussed with Pastor)*

PRELUDE

SEATING OF THE PARENTS/FAMILIES

MUSIC

LIGHTING OF THE TAPERS

PROCESSIONAL

OPENING SENTENCES

STATEMENT ON THE GIFT OF MARRIAGE

DECLARATIONS OF INTENT

AFFIRMATION OF FAMILIES & CONGREGATIONS

MUSIC

SCRIPTURE LESSONS & MEDITATION

WEDDING VOWS

EXCHANGE OF RINGS (OR OTHER SYMBOLS)

PASTORAL PRAYER AND LORD'S PRAYER

DECLARATION OF MARRIAGE

CHARGE AND BENEDICTION

PRESENTATION OF COUPLE

RECESSIONAL

POSTLUDE

## WEDDING FEES

Wedding fees have been set by Session to cover the services of the church staff (Organist, Wedding Coordinator, Custodian, A/V Technician and Pastor for non-member wedding), costs of equipment (candelabra with candles, kneeling bench, window hurricane lamps and candles), utilities and facilities. Payment of fees must be made 30 days **before** the wedding date. Checks should be made payable to First Presbyterian Church.

For members of FPC, there are no stated fees for the Pastor's services. For helpful information purposes, an honorarium of \$250 is suggested, but the payment of an honorarium and the amount is solely to be determined by the bridal couple.

Total fees for weddings for members in the sanctuary are:

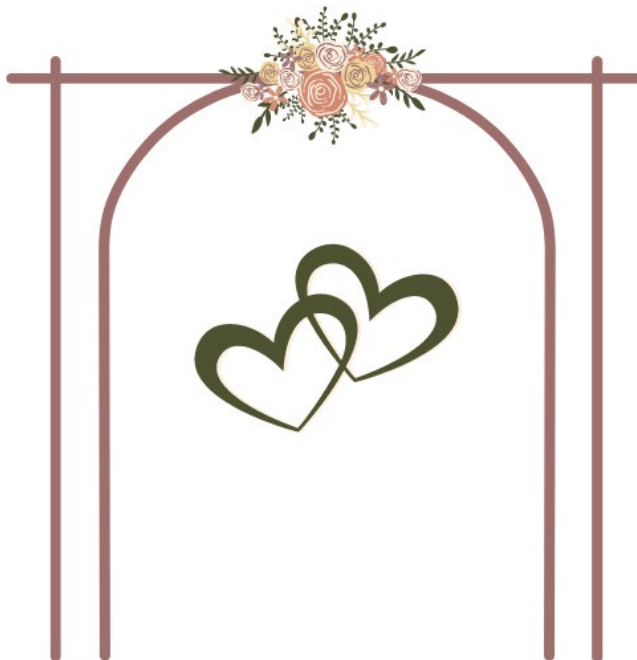
- \$850 for weddings in the sanctuary
- \$600 for weddings in the Chapel

We ask that non-members of the church contribute to the life and mission of this congregation. In keeping with First Presbyterian Church's commitment to social justice in our community, \$100 of the following fees will be donated to a local charitable entity supported by our congregation.

Fees for non-members are:

- \$1,450 for weddings in the sanctuary/\$1,350 if a grandparent is a member of FPC
- \$1,100 for weddings in the chapel

The Pastor, Wedding Coordinator, and church Organist may be contacted by calling the Church Office, 785-825-0226, during regular office hours, Mon-Thurs, 9 am - 5 pm Fri, 9:00 am – 12:00 pm.





**FIRST PRESBYTERIAN CHURCH**  
308 S. 8<sup>th</sup> St, Salina, KS 67401 | 785-825-0226  
[www.fpcsalina.org](http://www.fpcsalina.org)