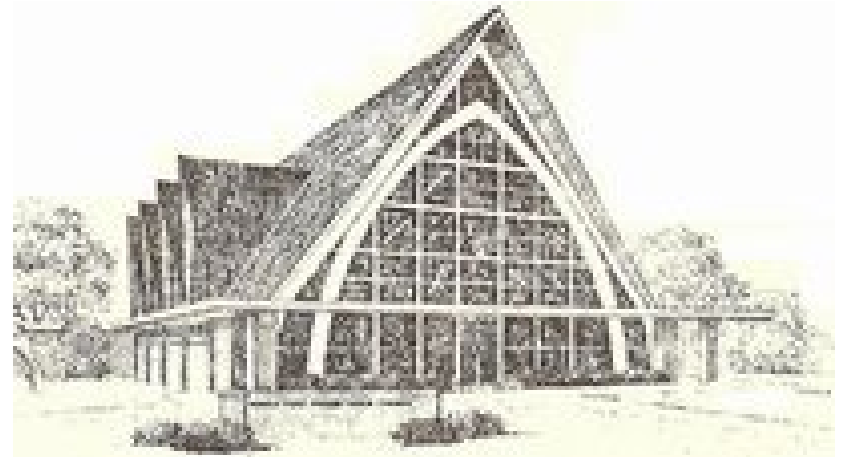


Members and non-members are expected to respect the policies and guidelines for weddings at First Presbyterian Church.

I have read and fully understand these wedding policies and agree to abide by them. The appropriate fees have been paid.

Signature

Date



FIRST PRESBYTERIAN CHURCH
Monroe, North Carolina

Office Use Only

Total fees due: _____
Amount rec'd: _____
Check #: _____
Balance due: _____

Wedding Policies

Effective January 2008

302 E. Windsor Street • Monroe, NC 28112
704.289.2574

Fees (Deposits are non-refundable)

FEEES FOR MEMBERS AND NON-MEMBERS:

Minister An honorarium is appropriate. **(Groom's responsibility)** The amount is left to the discretion of the groom and his family. This is to be paid directly to the minister.

(Last four are the Bride's Families' Responsibility)

Organist Wedding and consultation.
\$200.00 for members.
\$250.00 for non-members.
(Pay directly to the organist.)

Wedding Director \$175.00 – Wedding, rehearsal
and consultation.
(Pay directly to the wedding director.)

Technical Director \$100.00 —Rehearsal & wedding
(Pay directly to the technical director.)

Cleaning Service \$50.00 – Wedding only
\$80.00 – Wedding and reception.
\$50.00 - Rehearsal dinner
(Pay directly to the cleaning service.)

Half of the fees must be paid when the date is reserved with the balance due the week before the wedding.

Members of First Presbyterian Church are welcome to use, at no cost, the church facilities for weddings, receptions and rehearsal dinners.

Fees for minister, organist, wedding director, technical director, and church's designated cleaning service are to be paid by members and non-members. **Payment should be made directly to the wedding director and organist by date of the wedding.**

FEEES FOR NON-MEMBERS:

\$350.00 – Sanctuary for wedding and rehearsal
\$300.00 – Wedding only
\$150.00 – Fellowship Hall for Reception
\$150.00 – Fellowship Hall for Rehearsal Dinner
(Half of the fees must be paid when the date is reserved.)

Checks for the above expenses should be made out to First Presbyterian Church.

bers of those who will assist with wedding plans are available in the church office.

It is the responsibility of the family involved to contact the pastor, wedding director, and the director of music.

Wedding and reception dates will be put on the church calendar when a payment of at least half of the facility fees have been paid to reserve the date. The enclosed information and contract sheet should be completed, signed and returned to the church secretary at this time as well. The remaining balance due must be paid prior to the wedding date. Tentative dates may be set by telephone but complete arrangements must be made in writing.

The church office should be notified as soon as possible if the wedding plans change.

The Minister

The minister of First Presbyterian Church is to officiate at all weddings. If a minister from another church is requested to either perform or assist in the ceremony, the minister of this church must first be consulted. The Session of this church will then determine if the invitation is appropriate and issue an invitation.

Pre-marital conferences with the minister are required and appointments should be established when the wedding date is set. These conferences should begin NOT LESS than one month prior to the wedding.

Wedding Director

The wedding director of this church will direct all weddings. She will help with plans as well as direct the rehearsal and wedding. The bride should contact the director for a consultation when the date is put on the church calendar.

The wedding director has the authority to enforce the guidelines set for weddings performed in this church. She has the authority to cancel a wedding, or rehearsal, for any deviation from this church's policies.

Director of Music

The director of music for this church must approve all music used in wedding services. A consultation with him is required and it is suggested that he be contacted as soon as possible after the wedding date is set. This consultation should focus on the choice of music for the prelude, processional and recessional, as well as hymns and solos.

If soloists and/or instrumentalists are desired, the director of music can make arrangements for their services. Words of solos should be of a sacred character and appropriate for their place in the ceremony. All music must be approved by the Director of Music.

Organist

The organist of First Presbyterian Church will play for all weddings; however, in the event that he cannot do so, he will recommend another organist. It will then be the responsibility of the bride to contact that person.

If the organist is asked to play for the reception, there will be an additional fee.

Music

Music for the wedding service must be appropriate for an occasion of worship, focusing on God and the faith of the church. Classical, semi-classical, sacred music and hymns are appropriate. Popular, rock, show tunes, commercials (radio-TV), and romantic music are not permitted. No exceptions will be made.

Music for a church wedding consists of an instrumental prelude of approximately thirty minutes of organ music before the hour of the service; processional music for entrance of the clergy, groom, best man and groomsmen, bridesmaids, maid of honor, and the bride; and recessional music to which the wedding party leaves the sanctuary. A Postlude is played as the guests leave the sanctuary.

A recording of approved music, prepared by the church organist, is available from the church office. Please return the recording

3. Seating within the ribbons can be confusing, especially to ushers. It is recommended that only immediate family members be seated "in the ribbons." Please use cards so marked, or be sure that guests know that it is their responsibility to identify themselves to an usher.

4. Space is very limited in the narthex and becomes crowded as guests wait to be seated. Because of this, it is suggested that the bride's register be placed outside the front entrance of the church or only be used at the reception.

5. The dates of Advent vary from year to year, but are the four Sundays before Christmas Day. Christmas decorations will remain in the sanctuary from the first Sunday of Advent through New Year's Day.

6. Alcoholic beverages may not be used anywhere on the church premises at any time.

7. Smoking is not permitted inside any area of the church building.

8. Rice should not be thrown because it is dangerous on floors and walkways. Bird seed may be used out of doors. Bubbles are permitted.

9. Programs for the wedding are the responsibility of the bride. The church office does not prepare or print them.

10. Pets or animals may not be included in any of the wedding or reception activities.

11. The church does not provide a nursery. If a nursery is provided by the signor, the church will not be responsible for injury or accident of any kind.

12. THE WEDDING FAMILY IS RESPONSIBLE FOR NOTIFYING ALL MEMBERS OF THE WEDDING PARTY, FLORIST AND PHOTOGRAPHER OF THESE GUIDELINES.

9. No tacks, pins, nails or glue may be used to fasten any decoration on furniture or any part of the building.

10. Florists will be responsible for damage done to furniture or carpeting.

11. Decorations must be removed from the building immediately after the service unless permission is given by the wedding director to postpone removal and clean-up until the following day.

12. When the wedding flowers are to be used for the Sunday worship service, that date should be reserved on the church calendar at the time the wedding date is set. This may be done with the wedding director or the church secretary.

13. Aisle cloths are not used because of the danger of guests tripping and falling.

Receptions

Receptions and rehearsal dinners may be held in the Fellowship Hall which should be reserved when the wedding date is set.

The wedding director will supervise use of the facilities and equipment. Tables are available, but the caterer is responsible for supplying linens. The caterer, or person in charge, is responsible for leaving the facilities clean and in order.

NO ALCOHOLIC BEVERAGES MAY BE SERVED OR CONSUMED IN CHURCH BUILDINGS OR ON CHURCH GROUNDS

Other Policies

1. Dressing rooms are available for the convenience of members of the wedding party. The church, however, does not guarantee the security of these rooms and cautions all persons that it cannot be responsible if valuables are lost, stolen or damaged.

2. The use of young children as ring bearers and flower girls is discouraged. They are attractive, but often are unable to understand and follow directions and become a distraction to the service.

after it has been reviewed and the music has been selected. The following selections are recommended as appropriate for pre-nuptial, processional, and recessional music and may be heard on the tape:

PRE-NUPTIAL MUSIC:

Suite for the Royal Fireworks	-Handel
The Rejoicing	
Bouree	
Minuet Finale	
Suite from "Water Music"	-Handel
Air	
Hornpipe	
Sheep May Safely Graze	-Bach
To a Wild Rose	-MacDowell
Largo	-Handel
Canon in D	-Pachelbel
Arioso	-Bach
Jesu, Joy of Man's Desiring	-Bach
Chorale Preludes and Fuges	-Bach

PROCESSIONAL MUSIC

Trumpet Tune in D Major	-David Johnson
Trumpet Tune	-Purcell
Trumpet Voluntary	-Clarke
Allegro Vivace (Water Music)	-Handel
Procession on "Ode to Joy"	-Hopson
Bridal Chorus	-Wagner

RECESSIONAL MUSIC

Wedding March	-Mendelssohn
Allegro Maestoso (Water Music)	-Handel
Psalm XIX	-Marcello
Now Thank We all Our God	-Karg-Elert
Toccata from Symphony IV	-Widor

Military Weddings

A military wedding carries with it traditions that demand rigid adherence. One may be held when the bride or groom is in the

Army, Navy, Air Force, Marine Corps or Coast Guard. The arch of swords, or rifles, may only take place outside the church. Unless part of the proscribed uniform, swords may not be worn or carried in the sanctuary or narthex. Other military customs must be worked out with the wedding director.

Photographs and Recordings

The marriage ceremony is a service of worship; therefore, cameras, with or without flashbulbs, may not be used in the sanctuary during the service. They may be used in the narthex as the couple leaves the church. Following the service, the wedding party may return to the chancel area for a brief time of taking pictures. This time should be held to approximately thirty minutes.

Video cameras are permitted in the back of the sanctuary only. Under no condition may cameras be used in the front of the sanctuary during the service. The church technical director may be contacted to serve as videographer (for a fee) and supply a DVD.

Excluded Dates

Demands on the church calendar are heavy during holidays. For this reason, the following holidays should be avoided: New Year's Day, Holy Week, Independence Day, Lent, Easter Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Sunday weddings should be avoided. Night weddings should not be scheduled on Saturdays before Communion Sundays, Christmas Eve or Christmas Day.

Communion Sundays are the first Sunday of each quarter.

Weddings/rehearsals are not held on Sundays.

Rehearsals

The rehearsal should begin promptly and proceed in a quiet, dignified and reverent manner. Members of the wedding party are reminded that, while a wedding is a joyous occasion, the service takes place in a building dedicated to the worship of God. No rehearsal will be conducted when any member of the wedding

party is under the influence of intoxicating beverages or substances.

The church technical director can provide a video for the bride.

Decorations

The sanctuary is a place of reverence and of dignified beauty. It does not require additional decorations to make it suitable for a wedding.

1. White paraments are used on the communion table, pulpit and lectern for all weddings.

2. The church provides two candles for the communion table and two brass urns for flower arrangements. Palms, or ferns may be used.

3. Only fresh flowers/greens may be used in the chancel. No artificial flowers are permitted.

4. Christmas decorations will remain in place for the four Sundays of Advent and New Years.

5. Only the cross and candles may be placed on the communion table which shall remain in place at all times. **The cross may not, at any time, be hidden from view.** No furniture may be moved.

6. One pair of candelabra may be used in the chancel in addition to candles on the Communion Table. Greenery may be attached but flowers, ribbons and bows may not be used.

7. Permanent candles must be used in **ALL** candelabra, including the unity candle. Candles may be used in the center aisle only if properly attached to pews by brackets supplied by florist. Hurricane globes must cover the candles. Candles in windows block heat and air-conditioning ducts; their use is therefore discouraged. Lighted candles or lanterns may not be carried by attendants because of the danger of fire.

8. Pew markers must be attached to pews by proper brackets supplied by the florist.