



FIRST PRESBYTERIAN CHURCH

1390 NORTH STATE STREET • JACKSON, MISSISSIPPI 39202-2095 • (601) 353-8316
FAX (601) 973-9119 • www.fpcjackson.org

Congratulations upon your engagement. We appreciate your desire to have a wedding in the church. A church wedding is an indication that a couple realizes that marriage is a divine institution, regulated by the Word of God. The Session and staff would like to express the hope that God will guide, bless and enrich you with every spiritual blessing.

Because of the size and activities of this church, the Session must require a number of things from anyone applying for their marriage at First Presbyterian Church. The marriage policy developed and practiced by the Session of our church is designed to promote the glory of God, the peace of the church, and the happiness of the couple in your life together, with the hope that your wedding will be a true service of worship to the one, true and living God.

As the wedding ceremony says: “The happiness contemplated by this union is realized only by those who fully appreciate its sacredness and are faithful in the performance of the mutual obligations growing out of it, and who see daily God’s blessing.” May you, by His grace, do so.

Yours warmly,

J. Ligon Duncan III

Senior Minister
First Presbyterian Church

Contents

- I. Preliminary Information
- II. Getting Started - Procedures
- III. Marriage Ceremony Committee
- IV. Counseling Information
- V. Music
- VI. Photography
- VII. Catering
- VIII. Decorations and Florists
- IX. Fees
- X. Special Instructions
- XI. Miscellaneous Information

TABS

- TAB A Request to the Session*
- TAB B Wedding Worksheet*
- TAB C Musician's Agreement*
- TAB D Photographer's Agreement*
- TAB E Caterer's Agreement*
- TAB F Decorator/Florist's Agreement*
- TAB G Order of Service*
- TAB H Flower Memorial*

Congratulations upon your desire to have a wedding in the church! The Session would like to express the hope that God will guide, bless and enrich you with every spiritual blessing.

I. Preliminary Information

Our marriage policy is consistent with the Westminster Confession of Faith. The Session and its ministers are required by God's word, as well as their conscience, not to marry persons disqualified by violation of either church or civil laws. Be sure, therefore, that you are qualified by these laws to marry before proceeding with your wedding plans, especially if either the bride or groom (1) has been divorced; (2) is of a different faith; (3) is not a professing Christian; or (4) is not of legal age or acceptable blood relationship. If any of the above circumstances apply to you, the Session will have to determine whether the biblical standards have been met. You may be asked to supply further information to the Session as it makes its decision.

The Session affirms the marriage policy practiced in this church for decades:

1. All brides and grooms must be confessing Christians with a desire to produce a Christian home and thus honor the biblical doctrine of the sanctity of marriage.
2. All marriage services on church premises are individually approved by the Session. The request cannot be finalized until the request gains Session approval.
3. Non-members are not encouraged to plan their wedding here unless there are special ties to the church through family or pastoral staff.
4. All brides and grooms are to receive marriage counseling by a minister on the church staff or with the approval of the staff minister.
5. The minister counseling the couple will bring to the Session's Wedding Committee any situation that might bring question or concern to him.
6. Ministers not on the staff of this church officiating or assisting at a marriage service must be approved by the Session, including providing ordination information to the committee. A minister on the staff of First Presbyterian Church will be present for the rehearsal and the wedding.

II. Getting Started - Wedding Procedures

See Tab A

Reservations for the use of the Sanctuary, Lowe Hall and Hutton Chapel for weddings and wedding rehearsals, and for the use of Miller Hall and Lowe Hall for wedding receptions, are to be made through the Senior Minister's office. Please contact the Senior Minister's Executive Assistant at 601-973-9104.

Once the date has been cleared with the church calendar through the Business Office and then through the Wedding Coordinator, the request for reservations giving specified dates and exact times of both wedding and rehearsal must be made in writing and submitted to the Senior Minister's Executive Assistant on the **Request to the Session** form (See TAB A) for signature by the staff minister and subsequent submission to the Session's Wedding Committee. The pastor will bring to the Session any situation that might bring question or concern to him. The Session will decide on all issues of remarriage. The decision of the Session is final. The wedding date cannot be confirmed and wedding invitations must not be ordered until the couple has met with a staff minister and the Wedding Committee and Session have given approval.

In the rare occasion when a non-member is allowed to plan their wedding here, they cannot make a reservation more than 90 days prior to the wedding date. Any requested exceptions must be made in writing. The Session's Marriage Committee shall determine the nonmember status.

The date and the hour should be carefully cleared with the officiating minister, who ordinarily shall be a regular member of the staff of this church. For anyone other than a member of our church to officiate at any wedding, consent shall be obtained from the Session. Ministers not on the staff of this church officiating or assisting at a marriage ceremony must be approved by the Session and subscribe to this policy.

After the wedding has been approved by the Session and the date established, the Wedding Coordinator will direct the wedding or will assign a Wedding Committee Director. The Church Hostess will coordinate with the Director.

III. Wedding Committee

The purpose of the Wedding Committee is to assume responsibility for directing weddings in this church according to this booklet, "Wedding Guidelines," which was approved by the Session in April 1999 and amended on August 14, 2006. The directors will consult with the bride and groom, officiating minister, organist and church staff as well as direct the rehearsal and wedding.

The Wedding Coordinator or a Marriage Ceremony Committee member appointed by the Wedding Coordinator will be present at the rehearsal and wedding to assist in any way needed and to ensure that church policy is followed.

There is no Wedding Coordinator fee charged to the sponsoring family if the wedding is considered to be a member wedding. There is a \$350.00 fee plus fees for assistants charged to the sponsoring family if the wedding is considered to be a non-member wedding. (See page 13 for a full list of fees.) A wedding is considered to be a member wedding when either the bride or groom is a member of First Presbyterian Church or the bride or groom's parents are members of First Presbyterian Church. A wedding is considered to be a non-member wedding when neither the bride nor groom is a member of First Presbyterian Church and whose parents are not current members of First Presbyterian Church.

IV. Counseling Information

All couples marrying in First Presbyterian Church, whether members or nonmembers, will be required to participate in pre-marital counseling sessions.

Before the Request to Session (*TAB A*) can be sent, the couple must meet with the minister performing your wedding or the staff minister that you have requested to be at your wedding (even though he will only be present).

A period of counseling on the ideals of the Christian home and the responsibilities of the marriage vows should be arranged between the officiating minister on the church staff and the contracting parties prior to the marriage service.

The ministers will use a traditional marriage service from the Directory of Worship of the Presbyterian Church in America or the Common Book of Worship. If the minister that you have chosen is outside the staff of First Presbyterian Church and he wishes to do the counseling, our staff minister must give approval.

The Session of First Presbyterian Church considers weddings to be worship services and retains control and final decisions of approval and disapproval beyond which there is no appeal. The minister or staff acts as the agent of the Session.

A sample "Order of Service" is included in this packet, to assist you. See *TAB G*.

Prior to your first meeting with your officiating minister, both bride and groom are usually required to fill out the "Premarital Counseling Questionnaire" and return it to the minister at least 48 hours in advance of your conference. Please ask your staff minister for this form.

V. Music for the Wedding

See TAB C

(Guidelines for Musicians: Please give one copy of TAB C to your musician, which he/she must sign and return to First Presbyterian Church's Wedding Coordinator)

Because a wedding is a worship service, the same expectations apply toward music for a wedding that apply to any worship service. The simple guide is: "If it is suitable for a Sunday worship service, it is suitable for the wedding." There is a wealth of beautiful and appropriate music available for weddings; Careful selection will assure a service that is pleasing to the bride and groom yet maintains the propriety of the glory of God.

Guidelines For Wedding Music

Before you make any plans or commitments with regard to music for your wedding, consult with the Minister of Music (601-973-9113), who, with his staff, will help guide you in arranging your music. The soloists, instrumentalists and selections of music for your wedding will be approved by the Session's Music Committee.

PLEASE DO NOT ENGAGE ANY SOLOIST OR INSTRUMENTALISTS BEFORE THIS CONSULTATION.

Ordinarily, First Presbyterian Organists will play weddings. The Organist's fee is \$300 and is paid to the church. No member will be denied appropriate music for his/her wedding should there be financial concerns.

Soloists are expected to provide the music for accompaniments in the correct key and to have their music thoroughly prepared before meeting with the organist. The use of audio tapes for vocal or instrumental accompaniment is not practiced in our services.

The Music Ministry is here to serve our church members. The above information is given to make sure there is clarity concerning musical matters for weddings. Please call the Music Ministry if there are any questions (601-973-9113).

VI. Wedding Photography

See TAB D

(Guidelines for Photographer: Please give one copy of TAB D to your photographer, which he/she must sign and return to First Presbyterian Church's Wedding Coordinator)

General Photography

A church wedding should be a worship service in every sense. Marriage is an ordinance of God, and the ceremony places the marriage relationship under the blessing and commandment of God. The following policies are established to help maintain the worshipful nature of the ceremony.

1. The Wedding Coordinator will contact the photographer at least ONE WEEK before the wedding to review church policy.
2. No FLASH PHOTOGRAPHS will be taken during the ceremony. The ceremony begins when the music first starts and is concluded when the music ends. However, special arrangements may be made for limited non-flash stationary photographs from the balcony of the sanctuary.
3. Pictures may be taken before and after the ceremony and during the reception.
4. All pictures taken before the ceremony must be completed 45 minutes prior to the hour of the wedding.
5. Brides are responsible for seeing that neither professional photographers, family, nor friends take pictures during the ceremony.
6. For sanctuary pictures, lighting provided will be the house lights. This light is adequate for your needs.

Video Production

The Television Ministry of First Presbyterian Church videotapes weddings as a service to our church members. This service must be arranged by the wedding couple through the Music/Media Ministry. The church provides three half-inch tapes of the wedding. An additional tape is kept on file for six months after the wedding, should additional copies be desired.

The Television Ministry charges \$500 for this service. Part of the fee is used to give compensation to those lay persons who assist. The remainder goes into a fund to care for the television equipment.

If the wedding is to be videotaped by us, we request the following two items:

1. That the entire service be conducted in the Chancel (for technical reasons).
2. That a typed list of the wedding party, the parents, the musicians, etc., be provided to the Television Ministry at the beginning of the week in which the wedding is to be held.

Should an outside video service tape the wedding, this shall be done using cameras located only in the balcony. No additional cameras shall be placed in other parts of the sanctuary. The Television Ministry will be glad to assist with a sound feed from the house soundboard.

VII. Caterer

See TAB E

(Guidelines for Caterer: Please give one copy of TAB E to your caterer, which he/she must sign and return to First Presbyterian Church's Wedding Coordinator)

Receptions

Caterers need to contact the Church Hostess at 601-353-8316 two weeks prior to the wedding date and provide the following information:

- The company that is bringing in rental equipment.
- If caterer is bringing anything early.
- If loading dock/freight elevators will be needed by caterers.

After Reception

- Leave all sinks and countertops clean.
- Remove all food, utensils, and other items brought in.
- Leave kitchen as clean and orderly as you found it.
- Catered weddings may not use the church kitchen unless coordinated with the Church Hostess. Outside caterers are responsible for providing all refreshments, dishes, serving trays, table skirts, candles, clean-up materials, etc. Ovens and refrigerators are not available to outside caterers. If the caterer requires the use of our dishwasher, the Church Hostess must be contacted, and they will provide someone to operate the equipment. The operator will be paid by the caterer for this service.

Custodial Needs

- Information regarding the number of tables and their arrangement for reception is to be given to the Church Hostess at 601-353-8316.
- Round tables are available.
- Six-foot rectangular tables are available.
- A limited number of eight-foot tables are available.

Additional Requirements

- Any catering service which is provided by the Church Hostess in connection with the reception shall entail a charge based on cost of items provided by the hostess and her staff (and a fee to compensate the hostess for the extra hours of service).
- All food or beverages to be served by a catering service must be prepared off the premises of the church and brought in ready to be served. The church hostess will not be available for the preparation of any food or drink.
- No alcoholic beverages in any form may be served on the church property. This includes before the wedding as well as at the reception.

No reservations will be accepted when the church facility is needed for some regularly scheduled church activity.

VIII. Instructions for Decorators and Florists

See TAB F

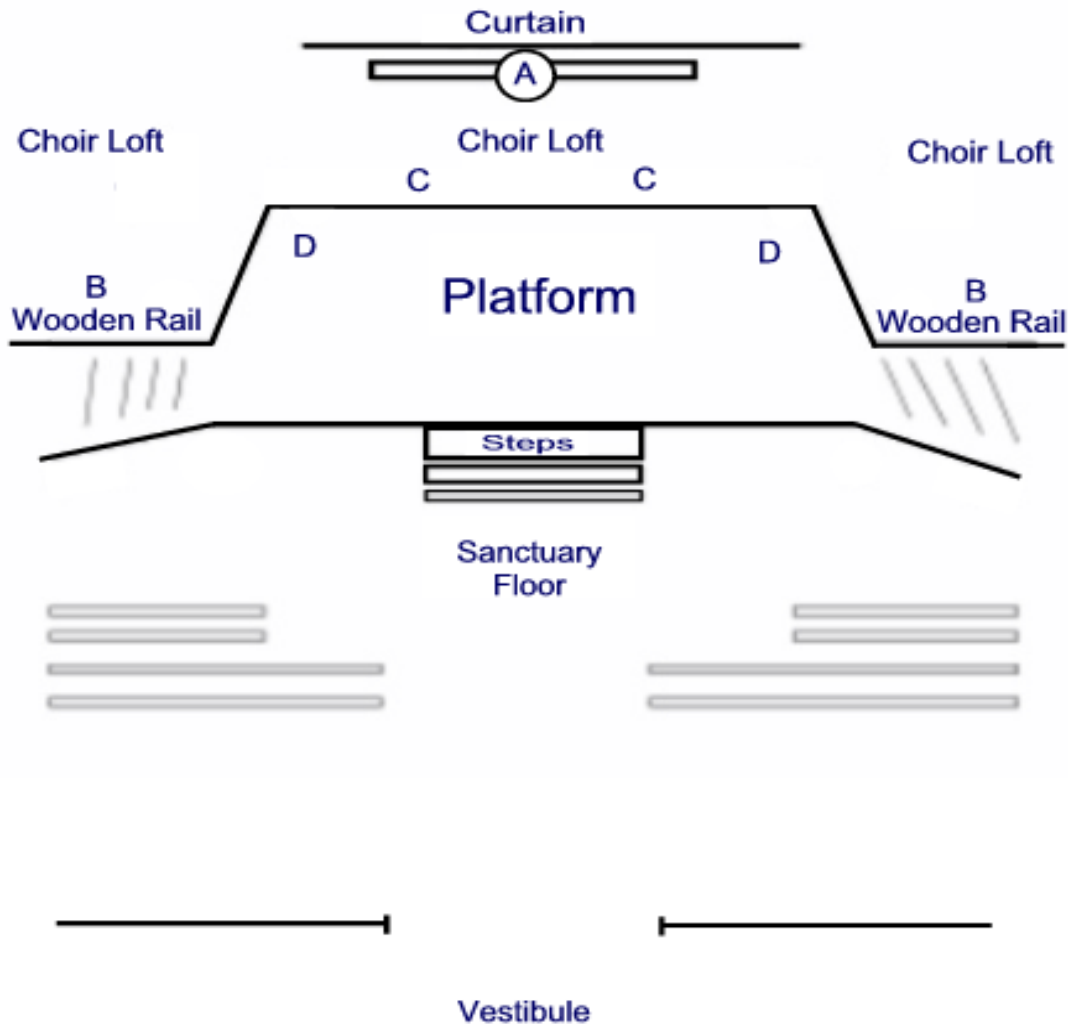
(Guidelines for Decorator/Florist: Please give one copy of TAB F to your decorator/florist, which he/she must sign and return to First Presbyterian Church's Wedding Coordinator)

Our sanctuary is of the simple, classic American Georgian design. We prefer that decorations for weddings in the sanctuary be in keeping with that concept of simplicity.

The emphasis upon simplicity of decoration is also in harmony with the belief that the marriage ceremony is a worship service, and nothing should be allowed to detract from the spiritual character of worship.

Guest florists will be contacted by the Wedding Coordinator or Wedding Director to go over their plan for decorating the church. **The final decision as to the appropriateness of the decoration plan rests with the Church Wedding Coordinator and the Ministerial Staff.**

Sanctuary Floor Plan



The Church Session has established the following guidelines:

Making reference to the sanctuary floor plan shown, decorations are permitted in the following designated areas of the sanctuary:

1. Area A (Dossal Curtain and Flower Shelf)

One arrangement of flowers or greenery may be used on the flower shelf in front of the dossal curtain. Care is requested to see that anything used there does not rub or scratch the dossal curtain.

2. Areas B and C. (Choir Loft)

a. In addition to the central flower arrangement in Area A, you may have either:

- 1.) two other flower arrangements or two candelabra located in area C (behind the wooden rail); or,
- 2.) two flower arrangements in area C (behind the center choir rail).
- 3.) With any use of candles, wide plastic sheets should be used to cover the floor beneath the candles to protect the floor covering

b. Garlands may be used either on the side wooden rails of the choir loft or on the brass rails on the side steps to the platform. Only ribbons should be used to secure garland.

3. Area D (Platform)

Up to six small to medium size fern plants may be used in front of the choir rail on the platform.

4. Pews. A small floral bouquet (but no candles) may be placed at the end of every 3rd or 4th pew on the center aisle. These need to be attached with ribbons. These must be free of any water or water-bearing material.

5. Vestibule. Simple floral arrangements may be placed on the table in the vestibule of the church. Two (2) arrangement of flowers or greenery may be placed on pedestals on either side of the center entrance doors to the sanctuary.

6. Hutton Chapel. For weddings in the chapel, one central floral arrangement, or two (2) arrangements on pedestals on either side of the steps may be used. Two (2) candelabra may be used in place of flower arrangements on either side of the steps. Adequate plastic sheeting will need to be used under any candelabra. Up to six (6) fern plants, or four (4) palm plants, may also be used on the platform floor.

7. Sanctuary Entrance Doors and Railing. Wreaths may be placed on the sanctuary entrance doors using the attachment hooks provided. The rails on the steps leading up to the entrance may also be decorated.

8. Clean Up.

a. Removal of all decorations must begin immediately after the service. A crew sufficient to adequately remove decorations shall be provided by the florist.

b. The sanctuary and chapel must be left "broom clean." The custodian on duty is not expected to do the clean-up work for the florist. He is there to put the pulpit furniture in place and to mop the floor after the florist crew has left it "broom clean."

The list of areas and items specified above by the Session for decorations encompasses all that they permit. Our staff is not authorized to give permission to exceed this. Thank you for your understanding and for your work to make weddings beautiful for our members.

WEDDING GUIDELINES

IX. Wedding Fees

The Session has established the following schedule of Wedding Fees for Weddings and Receptions at First Presbyterian Church:

Weddings	Members	Non-Members	Pay to
Sanctuary	- 0 -	\$500.00	Church
Chapel	-0-	\$300.00	Church
Wedding Coordinator	-0-	\$350.00	Wedding Coordinator
Assistant Wedding Coordinator	-0-	\$100.00	Ast. Wedding Coordinator
Organist (Church Provided)	\$300.00	\$300.00	Organist
Security*	\$100.00	\$100.00	Individual

*\$100.00 minimum . Each additional hour \$25.00 worked over four (4) hours.

Miscellaneous

Video	\$500.00	\$500.00	Church
-------	----------	----------	--------

Receptions

Lowe Hall	\$200.00	Not Allowed	Church
Miller Hall	\$200.00	Not Allowed	Church
Kitchen Service** (per hour)	\$80.00	Not Allowed	Individuals

**\$80 minimum pay per person. This rate covers the first three hours of work and applies whether that person works one, two, three hours, or a part thereof. \$20 per hour for each additional hour worked over three hours.

X. Special Instructions

1. No children under five years of age will be allowed in the wedding party.
2. Communion is not to be included in the wedding ceremony according to the *Book of Church Order*. Poems, readings, and testimonials should not be included as well.
3. Rehearsals should begin promptly at the time scheduled and should proceed in a quiet, dignified manner. (Members of the wedding party throughout the entire rehearsal should remember they are in a place dedicated to the worship of God.)
4. Smoking is not permissible in any of the church buildings.
5. Consumption of alcoholic beverages and use of illegal drugs is strictly forbidden on any part of the church property, including the parking lots. Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in a rehearsal, wedding, or reception which occurs on the church property. The bride and groom shall be under obligation to make this rule known to all members of the party.
6. No rice, bird seed, or any other hard object may be thrown at the bride and groom in the buildings or hallways.
7. No food or drinks may be brought into the Sanctuary.
8. The bride and bridesmaids should dress in the Church Parlor. Food for the bridesmaids may be placed in an adjacent room. The groom and groomsmen should dress in the the first grade classroom M133. Food may be placed in this room. It is the responsibility of the wedding party to remove food and drinks and straighten the rooms to "broom clean" for the janitorial service.
9. If programs are to be used, it is the responsibility of the bride to have them printed at her expense at the printer of her choice.
10. Ordinarily there will be no receptions in the facilities for those whom the Wedding Subcommittee deems as nonmembers.
11. A period of counseling on the ideals of the Christian home and the responsibilities of the marriage vows should be arranged between the officiating minister on the church staff and the contracting parties prior to the marriage service.
12. The minister will use a traditional marriage service from the Directory of Worship of the Presbyterian Church in America or the Common Book of Worship. Any unusual requests pertaining to the wedding ceremony must receive Sessional approval well in advance of the wedding date. Couples will not write their own vows.
13. Ordinarily, no wedding will be scheduled for Sunday, Wednesday evening, or the Saturday preceding the second Sunday in January, April, July, and October, or on the previously approved holidays: New Year's eve, New Year's Day, Good Friday, (Friday before Easter), Saturday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day.
14. No evening wedding shall be scheduled to begin later than 8:00 pm. If a reception is held in the church building, the wedding shall be scheduled to begin no later than 6:00 pm.

15. Every effort is made not to schedule two weddings on the same day.

16. There must be six hours between weddings in the sanctuary and chapel. Weddings may be scheduled between 10:00 am and 8:00 pm.

17. Ordinarily, if a second wedding on the same day is requested, the second must be separated from the first scheduled by six hours and must be held in another area/facility of the church. (For example: the second wedding can be held in the chapel if the first wedding is in the sanctuary.) Only one reception can be accommodated in a day; the first request has the priority.

18. The sanctuary is wheelchair accessible on the Pinehurst Street side of the church at the Day School entrance.

19. The maximum seating capacity for the facilities are as follows:

Sanctuary	1,400
Chapel	95

20. Ministers officiating at weddings shall be approved by the Session.

21. First Presbyterian Church staff security is required to be on duty at all weddings held at the church. Security for the rehearsal will be furnished by the church, provided the rehearsal is Monday-Friday 8:00 am to 8:00 pm.

On the day of the wedding one security staff person will be present unless the wedding party desires to have more than one. The security guard will report one (1) hour before the wedding service and stay until the wedding ceremony and/or reception is completed and concluded.

The fee will be \$25.00 per hour with a minimum of \$100.00 per wedding. This rate covers four (4) hours of work and applied whether the guard works one, two, three or four hours, or a part thereof. There will be a \$25.00 per hour charge for each hour worked over 4 hours.

This fee should be paid directly to the security staff on duty the day of the wedding or through the business office the first working day following the wedding. Checks should be made out to the individual security personnel, not the church.

22. It is the responsibility of the couple to obtain the marriage license. This should be done well in advance. It must be brought prior to the rehearsal and left with the pastor. (See helpful information on the page 16.)

23. There is no kneeling bench at First Presbyterian Church.

XI. Miscellaneous Wedding Information

As soon as you have a confirmed date for your wedding, (even before you receive Session approval), please make the following calls to inform them of your pending wedding:

1. Call Ruth Smith, our Wedding Coordinator (601-992-9285)
2. Call Bill Wymond, our Minister of Music (601-973-9113)

MARRIAGE LICENSE

Both you and your fiancé(e) must apply for a marriage license in person at the Circuit Clerk's Office in the Hinds County Courthouse or in the county of your residence. Before the license is issued, you will be required to have blood tests. First Presbyterian Church requests that we have your marriage license by the **MONDAY** before your wedding.

Order of Service and Vows

See TAB G

Attached is a typical Order of Service, which is according to our Book of Church Order. You can discuss this at your second counseling session with the officiating minister, including your choice of hymn (or hymns, with the approval of the minister); special music (with the approval of the Minister of Music); and Scripture verses of special significance to you and any special requests (topics or passages) you'd like expounded in your Wedding Homily.

WEDDING FLOWERS LEFT FOR SUNDAY SERVICE

See TAB H

If you are leaving your Wedding Flowers for the Sunday Worship Service, you need to submit the information requested on **TAB H no later than two (2) weeks prior to your wedding to the Senior Minister's office.**

For additional copies, please visit the church website, www.fpcjackson.org. Click on "General Information" and then "Policy Statements" and then "Weddings."

REQUEST TO THE SESSION

Please return this form to the Senior Minister's Office within 10 days

Bride's Full Name _____

Phone(s): Day _____ Night _____ Cell _____

Address: _____

Member of this church? _____ Yes _____ No

If no, where? _____

Church membership of your parents/guardians _____

Marital status: _____ Never married _____ Widowed _____ Divorced

Groom's Full Name _____

Phone(s): Day _____ Night _____ Cell _____

Address: _____

Member of this church? _____ Yes _____ No

If no, where? _____

Church membership of your parents/guardians _____

Marital status: _____ Never married _____ Widowed _____ Divorced

If neither is a member of this church, give relationship to the church and reasons for desiring to be married at FPC.

Rehearsal: Date: _____ Time: _____

Wedding Date: _____ Time: _____

Place: Sanctuary (900) _____ Chapel (90) _____

Reception: _____ Lowe Hall _____ Miller Hall _____ Away from the church

Minister(s) officiating: (1) _____

(2) _____

The address and affiliation of any non-staff minister listed above:

If officiating minister is not on staff of this church, please request a minister of this church to be present at the rehearsal and wedding to assist in any way needed:

Future address (when known, please call in):

Agreement

We have read the Wedding Guidelines and Policies provided with this application and agree to abide by these conditions and submit ourselves to the authority of the Session if we are permitted to use these facilities. We will make every effort to insure that our guests and vendors also abide by these policies.

Bride: _____

Date: _____

Groom: _____

Date: _____

(When applicable)

Bride's Parent: _____

Date: _____

Groom's Parent _____

Date: _____

Office Use

Staff Minister's comments: _____

Session's date of: _____

approval _____

disapproval _____

WEDDING WORKSHEET

Please read the enclosed information thoroughly before completing this form.

**Complete this *with* the Wedding Coordinator of
First Presbyterian Church, Jackson, MS**

Please bring five (5) wedding programs to the rehearsal

*Your marriage license must be delivered
to the minister at First Presbyterian Church no later than Friday morning.*

PLEASE BLOCK PRINT

Wedding: Date: _____ Time: _____

Rehearsal: Date: _____ Time: _____

Bride's Name: _____

Address: _____

Phone: Day: _____ Night: _____ Cell: _____

Groom's Name: _____

Address: _____

Phone: Day: _____ Night: _____ Cell: _____

Bride's Parents' Names: _____

Groom's Parents' Names: _____

Officiating Minister(s): _____

Church and Address if not FPC: _____

Music

Organist: _____ Vocalist: _____ Other: _____

Address: _____ Phone: _____

Special Music Instructions: _____

Florist

Florist: _____ Contact: _____ Phone: _____

Seating with ribbons (yes/no): _____

Number of rows within ribbons: Bride: _____ Groom: _____

Will flowers be left for Sunday morning service?: _____

If yes, will they be left in HONOR: _____ Or MEMORY: _____

of someone? If so, write WHO, from WHOM, and RELATIONSHIP to the bride and groom.

Reception

Site: _____ Expected no. in attendance: _____

If at the church, give caterer's name: _____

Phone: _____

Photographer

Photographer: _____

Contact: _____ Phone: _____

Will all pictures be taken before the wedding? _____ Yes _____ No

Wedding Party

Will the congregation stand when the bride enters?: _____ Yes _____ No

Will the bridal couple provide programs?: _____ Yes _____ No

Who will hand out the programs?: _____

PLEASE BLOCK PRINT FULL NAMES

Wedding Party

Ladies

Gentlemen

Honor Attendant: _____

Best Man: _____

Names in order of height from SHORTEST to TALLEST of other attendants:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Special placement instructions:

Who will give away the bride?: _____ Relationship?: _____

Mothers' Ushers:

Bride's _____

Groom's _____

Grandmothers' Ushers:

Bride's _____

Groom's _____

Flower Girl(s) _____

Ring Bearer _____

Special Needs? _____

Bride's Grandparents' Name: _____

Groom's Grandparents' Name: _____

V. Music for the Wedding

Because a wedding is a worship service, the same expectations apply toward music for a wedding that apply to any worship service. The simple guide is: "If it is suitable for a Sunday worship service, it is suitable for the wedding." There is a wealth of beautiful and appropriate music available for weddings; Careful selection will assure a service that is pleasing to the bride and groom yet maintains the propriety of the glory of God.

Guidelines For Wedding Music

Before you make any plans or commitments with regard to music for your wedding, consult with the Minister of Music (973-9113), who, with his staff, will help guide you in arranging your music. The soloists, instrumentalists and selections of music for your wedding will be approved by the Session's Music Committee.

PLEASE DO NOT ENGAGE ANY SOLOIST OR INSTRUMENTALISTS BEFORE THIS CONSULTATION.

Ordinarily, First Presbyterian Organists will play weddings. The Organist's fee is \$300 and is paid to the church. No member will be denied appropriate music for his/her wedding should there be financial concerns.

Soloists are expected to provide the music for accompaniments in the correct key and to have their music thoroughly prepared before meeting with the organist. The use of audio tapes for vocal or instrumental accompaniment is not practiced in our services.

The Music Ministry is here to serve our church members. The above information is given to make sure there is clarity concerning musical matters for weddings. Please call the Music Ministry if there are any questions (601-973-9113).

Agreement

I have read the First Presbyterian Church Wedding Guidelines and Polices pertaining to music and agree to abide by these conditions and submit myself to the authority of the Session if I am permitted to provide music on church property. I will make every effort to insure that my staff also abides by these policies.

Musician _____

Date: _____

Regarding the wedding of: _____

Date of wedding: _____

Photographer's Agreement

VI. Wedding Pictures of the Ceremony

A church wedding should be a worship service in every sense. Marriage is an ordinance of God, and the ceremony places the marriage relationship under the blessing and commandment of God. The following policies are established to help maintain the worshipful nature of the ceremony.

1. The Wedding Coordinator will contact the photographer at least ONE WEEK before the wedding to review church policy.
2. No FLASH PHOTOGRAPHS will be taken during the ceremony. The ceremony begins when the music first starts and is concluded when the music ends. However, special arrangements may be made for limited non-flash stationary photographs from the balcony of the sanctuary.
3. Pictures may be taken before and after the ceremony and during the reception.
4. All pictures taken before the ceremony must be completed 45 minutes prior to the hour of the wedding.
5. Brides are responsible for seeing that neither professional photographers, family, nor friends take pictures during the ceremony.
6. For sanctuary pictures, lighting provided will be the house lights. This light is adequate for your needs.

Video Production

The Television Ministry of First Presbyterian Church videotapes weddings as a service to our church members. This service must be arranged by the wedding couple through the Music/Media Ministry. The church normally provides three half-inch tapes of the wedding. An additional tape is kept on file for six months after the wedding, should additional copies be desired.

The Television Ministry charges \$500 for this service. Part of the fee is used to give compensation to those lay persons who assist. The remainder goes into a fund to care for the television equipment.

If the wedding is to be videotaped by us, we request the following two items:

1. That the entire service be conducted in the Chancel (for technical reasons).
2. That a typed list of the wedding party, the parents, the musicians, etc., be provided to the Television Ministry at the beginning of the week in which the wedding is to be held.

Should an outside video service tape the wedding, this shall be done using cameras located only in the balcony. No additional cameras shall be placed in other parts of the sanctuary. The Television Ministry will be glad to assist with a sound feed from the house soundboard for this recording

Agreement

I have read the First Presbyterian Church Wedding Guidelines and Polices pertaining to photography and agree to abide by these conditions and submit myself to the authority of the Session if I am permitted to photograph on church property. I will make every effort to insure that my staff also abides by these policies.

Photographer _____

Date: _____

Regarding the wedding of: _____

Date of wedding: _____

Caterer's Agreement

VII. Caterer

Receptions

Caterers need to contact the Church Hostess at 601-353-8316 two weeks prior to the wedding date and provide the following information:

- The company that is bringing in rental equipment.
- If caterer is bringing anything early.
- If loading dock/freight elevators will be needed by caterers.

After Reception

- Leave all sinks and countertops clean.
- Remove all food, utensils, and other items brought in.
- Leave kitchen as clean and orderly as you found it.
- Catered weddings may not use the church kitchen unless coordinated with the Church Hostess. Outside caterers are responsible for providing all refreshments, dishes, serving trays, table skirts, candles, clean-up materials, etc. Ovens and refrigerators are not available to outside caterers. If the caterer requires the use of our dishwasher, the Church Hostess must be contacted, and they will provide someone to operate the equipment. The operator will be paid by the caterer for this service.

Custodial Needs

- Information regarding the number of tables and their arrangement for reception is to be given to the Church Hostess at 601-353-8316.
- Round tables are available.
- Six-foot rectangular tables are available.
- A limited number of eight-foot tables are available.

Additional Requirements

- Any catering service which is provided by the Church Hostess in connection with the reception shall entail a charge based on cost of items provided by the hostess and her staff (and a fee to compensate the hostess for the extra hours of service).
- All food or beverages to be served by a catering service must be prepared off the premises of the church and brought in ready to be served. The church hostess will not be available for the preparation of any food or drink.
- No alcoholic beverages in any form may be served on the church property. This includes before the wedding as well as at the reception.

Agreement

I have read the First Presbyterian Church Wedding Guidelines and Polices pertaining to catering services and agree to abide by these conditions and submit myself to the authority of the Session if I am permitted to cater on church property. I will make every effort to insure that my staff also abides by these policies.

Caterer _____

Date: _____

Regarding the wedding of: _____

Date of wedding: _____

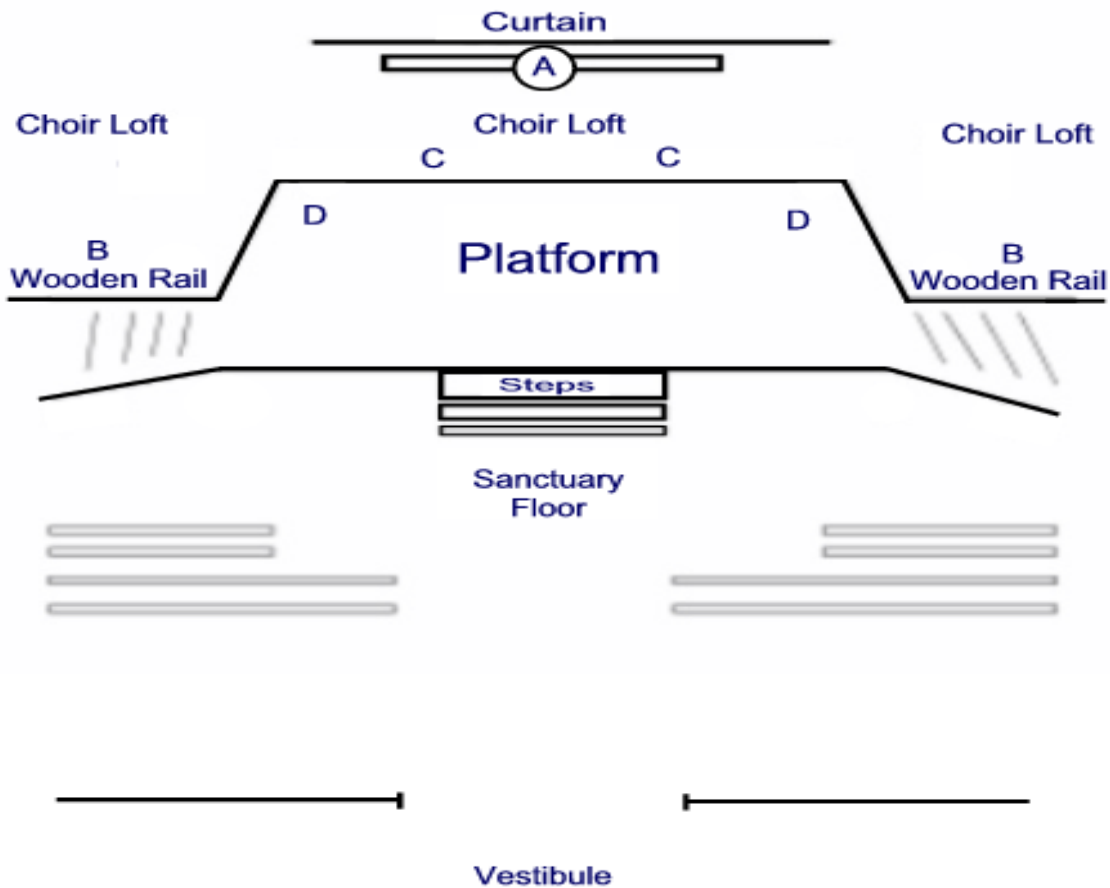
Decorator / Florist Agreement

Our sanctuary is of the simple, classic American Georgian design. We prefer that decorations for weddings in the sanctuary be in keeping with that concept of simplicity.

The emphasis upon simplicity of decoration is also in harmony with the belief that the marriage ceremony is a worship service, and nothing should be allowed to detract from the spiritual character of worship.

Guest florists will be contacted by the Wedding Coordinator or Wedding Director to go over their plan for decorating the church. **The final decision as to the appropriateness of the decoration plan rests with the Church Wedding Coordinator and the Ministerial Staff.**

Sanctuary Floor Plan



The Church Session has established the following guidelines:

Making reference to the sanctuary floor plan shown, decorations are permitted in the following designated areas of the sanctuary:

1. Area A (Dossal Curtain and Flower Shelf)

One arrangement of flowers or greenery may be used on the flower shelf in front of the dossal curtain. Care is requested to see that anything used there does not rub or scratch the dossal curtain.

2. Areas B and C. (Choir Loft)

a. In addition to the central flower arrangement in Area A, you may have either:

- 1.) two other flower arrangements or two candelabra located in area C (behind the wooden rail); or,
- 2.) two flower arrangements in area C (behind the center choir rail).
- 3.) With any use of candles, wide plastic sheets should be used to cover the floor beneath the candles to protect the floor covering

b. Garlands may be used either on the side wooden rails of the choir loft or on the brass rails on the side steps to the platform. Only ribbons should be used to secure garland.

3. Area D (Platform)

Up to six small to medium size fern plants may be used in front of the choir rail on the platform.

4. Pews. A small floral bouquet (but no candles) may be placed at the end of every 3rd or 4th pew on the center aisle. These need to be attached with ribbons. These must be free of any water or water-bearing material.

5. Vestibule. Simple floral arrangements may be placed on the table in the vestibule of the church. Two (2) arrangement of flowers or greenery may be placed on pedestals on either side of the center entrance doors to the sanctuary.

6. Hutton Chapel. For weddings in the chapel, one central floral arrangement, or two (2) arrangements on pedestals on either side of the steps may be used. Two (2) candelabra may be used in place of flower arrangements on either side of the steps. Adequate plastic sheeting will need to be used under any candelabra. Up to six (6) fern plants, or four (4) palm plants, may also be used on the platform floor.

7. Sanctuary Entrance Doors and Railing. Wreaths may be placed on the sanctuary entrance doors using the attachment hooks provided. The rails on the steps leading up to the entrance may also be decorated.

8. Clean Up.

a. Removal of all decorations must begin immediately after the service. A crew sufficient to adequately remove decorations shall be provided by the florist.

b. The sanctuary and chapel must be left "broom clean." The custodian on duty is not expected to do the clean-up work for the florist. He is there to put the pulpit furniture in place and to mop the floor after the florist crew has left it "broom clean."

The list of areas and items specified above by the Session for decorations encompasses all that they permit. Our staff is not authorized to give permission to exceed this. Thank you for your understanding and for your work to make weddings beautiful for our members.

Agreement

I have read the First Presbyterian Church Wedding Guidelines and Policies pertaining to decorations and agree to abide by these conditions and submit myself to the authority of the Session if I am permitted to decorate on church property. I will make every effort to insure that my staff also abides by these policies.

Decorator/Florist _____

Date: _____

Regarding the wedding of: _____

Date of wedding: _____

ORDER OF SERVICE

This is an example order of service, Call to worship, hymn(s), scripture readings, sermon content are changeable. The wedding vows and words of explanation are not.

The CALL TO WORSHIP-

The CONGREGATIONAL HYMN: **Praise to the Lord, the Almighty**

The PRAYER OF INVOCATION

(Seat the Congregation)

The WORDS OF EXPLANATION

Dearly beloved, we are assembled here in the presence of God, to join this Man and this Woman in holy marriage; which is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men. Let us therefore reverently remember that God has established and sanctified marriage, for the welfare and happiness of mankind. Our Savior has declared that a man shall leave his father and mother and cleave unto his wife. By His apostles, He has instructed those who enter into this relation to cherish a mutual esteem and love; to bear with each other's infirmities and weaknesses; to comfort each other in sickness, trouble, and sorrow; in honesty and industry to provide for each other, and for their household, in temporal things; to pray for and encourage each other in the things which pertain to God; and to live together as the heirs of the grace of life.

Marriage is, therefore, a divine ordinance instituted for the promotion of man's happiness and glory of God. The sacredness of the relation is revealed by the fact that the Holy Spirit has selected it as an apt emblem of the union existing between our Lord and His bride, the Church. Hence, beloved friends, take heed to the exhortation of the inspired apostle, "*Husbands, love your wives, even as Christ also loved the Church, and gave Himself for it.*" "*Wives, submit yourselves to your own husbands as unto the Lord.*" The happiness contemplated by this union is realized only by those who fully appreciate its sacredness and are faithful in the performance of the mutual obligations growing out of it, and seek daily God's blessing. May God bless you as you do so.

The DECLARATION OF INTENT

The minister shall then say:

THE GROOM, will you have this woman to be your wedded wife, to live with her after God's commandments in the holy estate of marriage? And will you love her, honor and cherish her, so long as you both shall live?

The man shall answer: I will.

Then the minister shall say:

THE BRIDE, will you have this man to be your wedded husband, to live with him after God's commandments in the holy estate of marriage? And will you love him, honor and obey him, so long as you both shall live?

The woman shall answer: I will.

The GIVING OF THE BRIDE

After prayer the minister shall say:

Who gives this woman to be married to this man?

The father of the woman, or someone in his stead, shall place her right hand in that of the minister, and the minister shall cause the man to take with his right hand the right hand of the woman.

The READING OF SCRIPTURE:

The MARRIAGE HOMILY

The PLEDGING OF MARRIAGE VOWS

The man shall say:

I, *THE GROOM*, take you, *THE BRIDE*, to be my wedded wife, and I do promise and covenant before God and these witnesses to be your loving and faithful husband in sickness and in health, in plenty and in want, in joy and in sorrow, as long as we both shall live.

The woman shall say:

I, *THE BRIDE*, take you, *THE GROOM*, to be my wedded husband, and I do promise and covenant before God and these witnesses to be your loving and faithful wife in sickness and in health, in plenty and in want, in joy and in sorrow, as long as we both shall live.

The EXCHANGE OF RINGS

To *THE GROOM*: What token do you give of this covenant? [a ring]

The man shall then put the ring on the third finger of the woman's left hand, and shall say after the minister:

This ring I give you as a symbol and pledge of constant faith and abiding love.

To *THE BRIDE*: What token do you give of this covenant? [a ring]

The woman shall then put the ring on the third finger of the man's left hand, and shall say after the minister:

This ring I give you as a symbol and pledge of constant faith and abiding love.

The Prayer of Benediction and Lord's Prayer

Let us pray:

Most merciful and gracious God, bestow upon these Your servants the seal of Your approval, and Your Fatherly blessing; granting unto them grace to fulfill, with pure and steadfast affection, the vow and covenant which they have made. Guide them together, we pray, in the way of righteousness and peace, that, loving and serving You, with one heart and mind, all the days of their lives, they may be abundantly enriched with the tokens of Your everlasting favor, in Jesus Christ our Lord. Amen.

The PRONOUNCEMENT

The BENEDICTION

FLOWER MEMORIAL

WEDDING FLOWERS LEFT FOR SUNDAY SERVICE

If you are leaving your Wedding Flowers for the Sunday Worship Service, you need to fill in the information requested below and return this within two (2) weeks prior to your wedding to the Senior Minister’s office.

“The flowers in the sanctuary are

Left from the wedding of: _____

And

In loving (*circle one*): MEMORY or HONOR

Of: _____

(Name/s – Please print)

_____ of the _____

(Relationship)

(Bride or Groom)

Wedding Check List for:

Wedding: Date: _____ Time: _____

Rehearsal: Date: _____ Time: _____

Bride's Name: _____

Address: _____

Phone: Day: _____ Night: _____ Cell: _____

Groom's Name: _____

Address: _____

Phon

Approval Status:

Received

Approved

_____	_____	TAB A Request to the Session
_____	_____	TAB B Wedding Worksheet
_____	_____	TAB C Photographer Agreement
_____	_____	TAB D Caterer Agreement
_____	_____	TAB E Decorator/Florist Agreement
_____	_____	TAB F Musician Agreement