

WEDDINGS POLICY AND GUIDE

When two people have determined that they want to marry and establish a Christian home, it is time they seek the counsel of a minister of the church in which they wish to be married.

The Directory of the Worship and Work of the Church states: “Since marriage is a divine institution, established by God in creation, the Church solemnizes marriages in holy worship, with prayer and blessings, bearing witness to its nature, and also requires vows concerning their obligation to God from those who engage in it. As they are enjoined to marry in the Lord, Christians should have their marriage solemnized by a lawful Minister of the Word and Sacrament, ordinarily in the building set apart to the worship of God in the presence of God’s people.”

At The First Presbyterian Church of Willoughby, the minister is glad to help couples plan for a happy and lasting marriage and a beautiful and meaningful wedding service.

The minister is required by their calling and commitment to prayerfully discuss what each person is ready to bring to the marriage so that the church of Jesus Christ does not knowingly give its blessing to a marriage where Christian love is not present. The conferences with the minister, therefore, are times to share a couple’s deepest hopes and expectations from marriage. The minister will seek to share counsel and advice which will aid the couple in their joyful preparations for a life together.

A Christian wedding service at the First Presbyterian Church of Willoughby of Willoughby can be personalized to include worship and celebration in the setting of beauty, and to provide lasting memories. The minister considers it a privilege to be asked to perform this particularly important ceremony in the lives of the bride and groom, and will therefore, do everything possible to assist a couple. Feel free to contact the minister with requests for the wedding.

It is expected that couples to be married at the church will have the minister officiate. Ordained ministers from other churches and from other denominations may assist in the ceremony.

MINISTER

If another minister is to be invited to conduct the ceremony, or to share in the service, the invitation to them shall be properly extended by the Session of the First Presbyterian Church of Willoughby of Willoughby.

COUNSELING

By the time the date is set, the bride and groom are set too! At this point, it is doubtful whether very many minds could be changed, nor does the minister desire to do so, but the minister does want to become acquainted with the couple to be married and share with them the tools for building a Christian home. Arrange for these conferences early, before parties

and other details crowd the calendar. There is a minimum of five sessions with the pastor before there can be a wedding.

DATE

Before a wedding date can be made final, care must be taken to see that the church calendar and the minister's calendar are free for that date. Invitations should not be printed until this is done. It would be wise to contact the minister to check the date at least 90 days before the wedding. **ALSO, THE DATE WILL NOT BE OFFICIALLY SET UNTIL THE CHURCH HAS RECEIVED A RESERVATION DEPOSIT of \$200.00.** Deposit is applied to final charges.

THE CHURCH WEDDING COORDINATOR

The wedding coordinator's duty is to ensure that the bride and groom to have a smooth and carefully planned wedding. The coordinator must meet with the bride and/or groom, or persons responsible for the wedding to discuss the policies outlined in this brochure. The church wedding coordinator is Mrs. Kathy Sidhu.

ORGANIST

It is customary for the Church organist to be used for the wedding service. It will be the couple's responsibility to speak with the organist concerning the music appropriate to the wedding as a service of Christian worship of the church. Other musicians may be allowed to play but first must be approved by the pastor before the wedding.

An outside organist must be approved by the church organist. In the event of a schedule conflict, the church organist will plan for another qualified person. Make an appointment with the church organist, Mr. Don Brickman. (don.brickman@gmail.com or 216-319-4965) as early as possible to ensure his availability.

MUSIC FOR THE CHRISTIAN MARRIAGE

Music is not necessary at a wedding, but most brides feel that it adds much to the beauty of the ceremony. This music is not primary entertainment or a "cover" for the seating of the guests; it is to set the mood for worship. Therefore, music should have no secular associations, but rather be standard organ literature used in services of worship. The organist can recommend appropriate music with the couple. Ordinarily, taped accompaniments are not acceptable.

The organist will play for about 15 minutes before the service, during the service, and 15 minutes after the service. Longer playing times may result in a higher fee for the organist.

Vocal and instrumental music can also enhance the wedding service. If this is requested, the singer also will have to set up a time to practice with the organist. There should be compensation offered to the singer as well.

SOLOS, HYMNS

Text of vocal music should be considered more than a favorite melody. Songs that are clearly secular in their celebration of love (such as “I Love You Truly” and “You Light Up My Life,” etc.) are very appropriately sung at the reception, but not at the ceremony.

It is suggested that congregational singing of hymns at the wedding ceremony be considered since the hymns of the church express the thoughts of the Christian hearts in worship. Let the congregation join you in prayers and praises.

PHOTOGRAPHER

In all probability, photography will be an integral part of the wedding. In order to maintain a spirit of reverence and worship, **FLASH PICTURES ARE NOT PERMITTED** during the ceremony. It is, of course, appropriate for the photographer to take pictures of the bride entering and the bride and groom leaving the sanctuary.

The minister in charge will be glad to assist in any re-enactment of the ceremony – if asked in advance.

Only a designated or professional photographer is to use cameras in the sanctuary during the service. Friends and family should be advised of this policy, or better yet, a notice can be placed in any bulletin or program prepared.

The use of video cameras is permitted. The placement of cameras must be approved by the officiating pastor. The camera is not to block the view of any guests or be in the way in case of emergencies. The best placement is behind the pastor or in the choir loft, but the camera should be set and then left alone. No one is to be behind the pastor during the service for any reason.

FLORIST AND CANDLES

See your florist if personal flowers, altar flowers, candles (other than the church’s candelabras) are desired. **A ISLE RUNNERS ARE NO LONGER ALLOWED** due to the fact that they present a danger.

The florist should be acquainted with the sanctuary and the policy of the church:

In the Sanctuary, there exists a setting for sacred service which is dignified and beautiful. A minimum of decoration is required, and this should be carefully planned.

1. It is the responsibility of the bride’s family to arrange a florist for decorations. The florist must contact the church office and go over plans for decorating the church **BEFORE** any actual decorating is done.
2. Florists or companies who decorate the Sanctuary shall be required to pay for damage of any kind caused by their employees or their equipment.
3. Under no circumstances shall decorations be attached to the pews or other furniture by

pinning, taping, gluing, or nailing.

4. No defacement or disregard for the importance of the chancel furnishing, including the pulpit, lectern, and communion table will be tolerated.
5. When facilities are used on Saturday, all decorations, flowers, and other equipment shall be removed from the Sanctuary before the Sunday worship services. If you desire to leave any flowers for the church use or for distribution to the sick or shut-ins, arrangements should be made ahead of time with the church office. All wedding decorations other than flowers must be removed immediately following the service.
6. Decorations for any other part of the church follow the same guidelines as decorations in the Sanctuary.
7. Florists and their employees must refrain from the use of irreverent language, discourteous actions, eating or drinking inside the Sanctuary. PLEASE OBSERVE OUR NO SMOKING RULE THROUGHOUT THE BUILDING – INCLUDING THE RESTROOMS AND OUTSIDE THE ENTRYWAYS. A SMOKING AREA IS AVAILABLE OUTSIDE THE SOUTH SIDE OF THE COMMUNITY ROOM WHERE A CIGARETTE-BUTT RECEPTACLE IS PROVIDED.
8. **ALL FACILITIES** must be left “broom clean” after arranging and removal of flowers.
9. **ALL CANDLES** must be of the non-drip variety and have a protective covering on all windowsills, tables, and floors. Proper precautions should be taken for safety.
10. No rice, confetti, birdseed, etc., may be thrown on the church property. Only flower petals or bubbles may be used outside the church.

THE REHEARSAL

This is usually scheduled to occur on the night before the wedding is to take place and at a time prior to any rehearsal dinner. This avoids having to rush the meal to get to a later rehearsal on time. The time should be set when all parties involved can be present and arrive promptly. This rehearsal is a time of careful preparation for a service of worship. All who participate in the rehearsal in their proper roles are the ones who will best know and understand the proceedings of the wedding ceremony. If the rehearsal starts later than 15 minutes from the arranged time, then the organist must be paid an additional \$25 for his extra time.

The pastor will oversee the rehearsal and will be assisted by the church wedding coordinator.

THE WEDDING DAY

If the wedding is scheduled for “1:30 pm,” this means that the musical prelude and vocal music will have finished, and the bridal processional will begin at 1:30 pm. One hour before this, the groom, best man, and ushers should arrive at the church. The ushers begin their duties while the groom and best man wait in the room designated by the minister at the rehearsal.

Facilities are available for the ladies to dress at the church if they wish. Plan to arrive early enough to have plenty of time.

RECEPTION

Facilities of the church are at your disposal if they are desired for a reception. Consult with the church office as early as possible concerning details of the reception if it is to be held at the church.

PLEASE OBSERVE OUR NO SMOKING RULE THROUGHOUT THE BUILDING – INCLUDING THE RESTROOMS AND OUTSIDE THE ENTRYWAYS. A SMOKING AREA IS AVAILABLE OUTSIDE THE SOUTH SIDE OF THE COMMUNITY ROOM WHERE A RECEPTACLE IS PROVIDED.

THE COST OF THE WEDDING

Members in good standing of the congregation fulfilling their vows to support the church by their “presence, prayers, gifts and service” shall be granted the use of the Sanctuary for their wedding without charge.

We are committed that no couple of the congregation forfeits a church wedding simply because they do not have the money. Still, if the accessories and reception services are used, they must be paid for.

All fees for the wedding appropriate to members and non-members are to be paid in full prior to the rehearsal. Each fee should be paid with a separate check payable to each individual. A non-refundable deposit is due at the time of booking the wedding date and will be applied to the cost of the Sanctuary. When a wedding is canceled by either the bride or the groom, after the counseling begins, the reservation payment is not refunded.

Honorarium for members: No charge is made by the minister for any service of the church to members in good standing as stated above. It is, however, customary for the groom to give an honorarium to the minister or ministers for providing pre-marital counseling and conducting the rehearsal and ceremony.

Plan your wedding wisely; modest arrangements which you can afford are more desirable than beginning your married life in debt. A church wedding involves certain basic costs aside from your clothing, invitations, dinners, and the like. The following page may answer some questions and serve as a guide.

CHARGES FOR WEDDING SERVICES

NON-MEMBERS – WEDDING ONLY

Sanctuary	\$ 200.00	(Made payable to the church)
Organist.....	200.00	(Made payable directly to the organist)
Custodian	100.00	(Made payable to the church)
Wedding Coordinator	100.00	(Made payable directly to the coordinator)
Minister.....	<u>200.00</u>	(Made payable directly to the minister)
	<u>\$ 800.00</u>	

FOR MEMBERS (ONE YEAR OR LONGER)

Organist.....	\$ 200.00	(Made payable directly to the organist)
Wedding Coordinator	100.00	(Made payable directly to the coordinator)
Custodian	100.00	(Made payable to the Church)
	<u>\$ 400.00</u>	

There is also a \$25.00 fee for all couples to cover the cost of the test that is given.

Soloist: The church does not take responsibility for securing or paying any soloist. This is handled by the bride and groom.

RECEPTION IN THE DINING ROOM

Non-Members	\$300 (w/use of kitchen; \$50 additional for Custodial Service) \$225 (w/o use of kitchen; +\$50 additional for Custodial Service)
Members	\$50 for Custodial Services Only

BULLETINS

Bulletins for the service..... \$40.00 for 100 bulletins
If you supply the bulletin covers..... \$10.00 for 100 bulletins

Members and non-members are expected to pay for bulletins if the church office prepares them.

OTHER

PLEASE OBSERVE OUR NO SMOKING RULE THROUGHOUT THE BUILDING – INCLUDING THE RESTROOMS AND OUTSIDE THE ENTRYWAYS. A SMOKING AREA IS AVAILABLE OUTSIDE THE SOUTH SIDE OF THE COMMUNITY ROOM WHERE A CIGARETTE-BUTT RECEPTACLE IS PROVIDED.

The pastor is willing to listen to all suggestions concerning the wedding and will make every effort to work according to the wishes of the bride and groom. However, please bear in mind that the ceremony is a service of Divine worship and the final decision on any part of the service rests with the officiating pastor.

PLEASE TAKE NOTE: The pastor reserves the right to decide at any time not to perform the wedding if they feel it is to in the best interest of everyone concerned, or if they feel he cannot do so with a clear conscience, and all charges for the services except for the deposit will be refunded.

DETAILS OF WEDDING

Wedding Date _____ Time _____

Name of Bride _____ Name of Groom _____

Address _____ Address _____

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

Phone _____ Phone _____

Email _____ Email _____

Church Membership _____ Church Membership _____

Age/Date of Birth: Bride _____ Groom _____

Previous Marriage: _____

Bride's Mother's Maiden Name: _____

Groom's Mother's Maiden Name: _____

Maid/Matron of honor _____ Best Man _____

Bridesmaids _____ Groomsmen/Ushers _____

Flower Girl _____ Ring Bearer _____

Organist _____ Pianist _____

Soloist _____ Photographer _____

Other Minister _____ Function _____

Name of Church Affiliation _____

Address _____ Phone _____

Date of Rehearsal _____ Time _____

Place of Dinner _____ Time _____

Wedding Place: Sanctuary _____ Other _____

Place of Reception: Parlor _____ WPG Room _____ Outside _____ Other _____

Plans for Decorations _____

Number of Wedding Guests Expected _____

Wedding Coordinator _____

WEDDING CHECKLIST FORM

Time music is to begin _____

Double-ring ceremony: Y or N

Communion: Y or N

Unity candle: Y or N

Florist _____ Delivery Time _____

Who distributes flowers _____

After the wedding, will the flowers be left for the church's use? Y or N

Will photos be taken before or after the service? Before/After Will you have your bulletins printed? Y or N

Guest Book placement: Who _____ Where _____

Dressing area for bride _____

Dressing area for groom _____

Will the Bride/Groom be writing their own vows? Y or N

Usher assignments: _____

Do you want the pastor to attend rehearsal dinner? _____

If reception is at the church, please give details of arrangement of chairs, tables, and so forth, to the Pastor.
Chart basic positions for service.

Remember: Arrange to have someone unlock the church for you and lock it up afterward. Make sure certificate of marriage is presented to the pastor NO LATER THAN the night of the wedding rehearsal.

Any special features desired _____

Words from the couple to the Congregation:

THE UNITY IN CHRIST OF _____ and _____

Date of Wedding _____ Date of Rehearsal _____

ORDER OF SERVICE

The Worship of God in Sacred music Organ

Mother and Father of Groom Seated by Usher: _____

Mother of the Bride Seated by Usher: _____

The Lighting of Candles by _____

Solo " _____ " Soloist's Name _____

Are the Bridesmaids escorted by Groomsman? Y or N

The Bridal Procession order as they enter Sanctuary:

Bridesmaids _____ Groomsman: _____

Maid/Matron of Honor _____ Best Man _____

Entering of the Flower Girl and Ring Bearer:

Flower Girl _____ Ring Bearer _____

Entering of the Bride

Solo" _____ " Soloist's Name _____

Who presents bride?

The Marriage Ceremony Addressed to the Couple

Lighting of the Unity Candle Kiss of Unity and Devotion

How Does the Couple wish to be Introduced as Husband and Wife?

RECESSIONAL

Dismissing of Mother and Father of the Bride Seated by Usher: _____

Dismissing of Mother and Father of Groom Seated by Usher: _____

Dismissal of congregation by Ushers: _____

Where is the reception line? _____

We have read the wedding policies of The First Presbyterian Church of Willoughby and agree to abide by said policies. We understand we are responsible for any damage or destruction of church property that is related to the events of this wedding. We understand and take full responsibility for the actions of our guests. We understand it is our responsibility to inform those attending of the policies of First Presbyterian Church of Willoughby

Bride Signature _____ Groom Signature _____

Date _____

Date _____

Please sign and return Wedding Checklist Form to the church office with \$200.00 deposit once scheduled date is confirmed with the pastor.

The First Presbyterian Church of Willoughby
4785 Shankland Rd.
Willoughby, OH 44094

OUTLINE FOR SERVICE OF MARRIAGE

- Entrance
- Sentences of Scripture
- Statement on the gift of Marriage Prayer
- Declarations of Intent Affirmations of Families (Optional)
- Affirmations of Congregation (Optional) Readings from Scripture
- Sermon (brief 5-7 minutes) Vows
- Exchange of Rings
- Prayer/Lord's Prayer
- Unity Candle Announcement of Marriage Charge and Blessing Recessional
- (Sacred music may be included throughout the service)
- *No flash photography during the service

WEDDING TIPS FOR COUPLES CELEBRATING THEIR MARRIAGE AT THE FIRST PRESBYTERIAN CHURCH OF WILLOUGHBY

1. Contact the church organist or musicians to invite them to participate.
Church Organist: Don Brickman – 216-319-4965
2. Contact the church office to arrange for custodial service after the wedding and reception.
3. The nursery/toddler room is available – attendants need to be invited by the couple and paid for directly by the couple. The nursery/toddler room attendants employed by the church are available. Please contact the church office for their contact information.
4. No rice, confetti, birdseed, etc. may be thrown on the church property. Only flower petals or bubbles may be used outside the church.
5. No flash photography is permitted during the ceremony. Guests, as well as professional photographers, may take flash photos during the processional and recessional times. Video cameras operated by amateur and professional videographers must be stationary and not moved around during the service.
6. PLEASE OBSERVE OUR NO SMOKING RULE THROUGHOUT THE BUILDING – INCLUDING THE RESTROOMS AND OUTSIDE THE ENTRYWAYS. A SMOKING AREA IS AVAILABLE OUTSIDE THE SOUTH SIDE OF THE COMMUNITY ROOM WHERE A CIGARETTE-BUTT RECEPTACLE IS PROVIDED.
7. No alcoholic beverages are permitted on the church property. All members of the wedding party should be advised by the Bride and Groom to refrain from alcoholic beverage or drugs before both the rehearsal and the wedding ceremony. It is inappropriate to conduct a wedding when a member of the wedding party is under the influence of alcohol or drugs.
8. A rehearsal with the couple and all the attendants is mandatory on the day preceding the wedding.

First Presbyterian Church of Willoughby

4785 Shankland Rd., Willoughby, OH 44094

Ph: 440-946-0070 Email: office@fpcwilloughby.org

Pastor: The Rev. S. Shane Nanney

Organist: Don Brickman

Office Administrator: Laura Jamison

Wedding Coordinator: Kathy Sidhu

