



Planning Your Wedding

(Effective 4/1/08)



*The Worship Committee of the Session has overall responsibility for the oversight of this Policy, including application and interpretation.
The Pastor is directory responsible to that Committee for execution of this Policy.*

First Presbyterian Church
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Winston-Salem, NC 27101

For additional information please contact—
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Note: See staff listing at the end of this Policy for contact information.

Scheduling Your Wedding

1. Call the Administrative Assistant to check available dates for your wedding. (Note: Weddings are not to begin later than 6:00 pm. If the reception is to be held at First Presbyterian Church, the wedding should not begin later than 3:00 pm.)
2. Check the city calendar for conflicting events. (i.e.; parades, festivals, etc.) Downtown events may cause parking issues, street access issues, and noise during your wedding or rehearsal.
3. Schedule an appointment with the minister you want to officiate at your wedding. Dates are not put on the church calendar until **AFTER** your first appointment with the officiating minister. He or she will confirm the date of your wedding following your appointment.
4. At that first appointment:
 - a) Return the W-1 form from the Wedding Information packet to the Administrative Assistant.
 - b) If required by the officiating minister, register to take the "Prepare Inventory" which is a premarital counseling online survey.
5. 30 days prior to wedding –
 - a) Schedule your final appointment with the officiating minister. At this appointment you will discuss/plan the actual service.
 - b) Turn in forms W-2 through W-6 from the Wedding Information Packet.
 - c) If you are having a program printed professionally, choose a printing company and get a final draft to them after meeting with the minister. The minister will need to approve the service order. The Church does not print wedding programs.
 - d) Schedule an appointment with the organist no later than 30 days prior to your wedding.
 - e) Pay all wedding fees.

Use of the Church Facility and Accessories

1. A minister presently on the staff of First Presbyterian Church will preside at all weddings.
2. Premarital Counseling: Each couple being married at First Presbyterian will participate in premarital counseling. The manner of this participation is to be determined with the officiating minister. Couples not residing in Winston- Salem may explore the option of counseling in the city of their residence. A letter from the counselor must be received by the officiating minister no less than three weeks prior to the wedding.
3. Wedding Directors: The Church has wedding directors from the congregation who are trained as wedding directors. One of these directors

will assist the officiating minister with the rehearsal and will be available 2½ hours prior to the ceremony the day of the wedding. The wedding director's fee is included in the wedding fee.

4. Brass and pewter candelabras are available at the church, along with lighter-snuffers. Only dripless candles may be used in the Sanctuary and Chapel in order to protect the flooring. These can be purchased from the florist or the bride may choose to use the refillable candles that are available at the church at no extra charge. (Refillable candles are only available for the church-owned candelabras.) If the bride and groom choose to have the florist provide the candles, they are responsible for any property damage or cleaning expenses incurred through failure to comply with these requirements.
5. Silver flower urns are available at the church, but are not to be removed from the building. If the wedding flowers are to be used at the reception, the florist should provide an urn. When the wedding flowers are to be left for Sunday services, the bride should contact the Administrative Assistant who will then schedule the flowers for worship. (Our Sunday bulletin will note that the flowers are in honor of your wedding.)
6. A wedding banner is available for display at your request.
7. A kneeling pad and kneeling bench are available for those who want to use them.
8. Only silk flower petals may be used in the processional if a flower girl is part of the bridal party. (Real flower petals can stain the carpet.)
9. The Communion Table is normally removed from the chancel for weddings.
10. The pulpits may be relocated on the chancel if requested; however, they are not to be removed from the chancel.
11. No smoking is permitted in any of the church buildings.
12. No alcoholic beverages are allowed on the church premises at any time. All involved with the wedding, beginning with the rehearsal, are expected to act in accordance with the sacredness of the event.
13. The throwing of rice is not permitted on church premises. Birdseed may be used outdoors.
14. Rehearsals are held on the day prior to the wedding at 5:00 p.m. When two weddings are scheduled on the same day, the rehearsals will be scheduled to begin one hour apart. A normal rehearsal usually only takes 30-45 minutes and is limited to one hour. It is important to have the entire wedding party promptly present at the scheduled time. Staff members are instructed to begin the rehearsal within 15 minutes of the announced time.

Soloists should practice before the rehearsal. This practice time needs to be coordinated with the organist.

15. Church access: The church will be available 2 ½ hours prior to the service and 1 hour following the service for the wedding party and florist. If more time is needed, extra charges will apply at \$35 per hour.
16. The Gallery Lounge and Bride's Room are used as the dressing room for the bride and her attendants. Groomsmen usually arrive at the church already dressed but the Room A-127 in the A building is available if needed.
17. If having the reception at the church, there will be an additional fee of \$50 per hour if the kitchen or kitchen equipment is utilized.
18. Payment: Please submit payment of fees to Administrative Assistant at least 30 days prior to ceremony.
19. The church is not responsible for lost or stolen articles. Please secure your valuables. (i.e.; jewelry, cameras, purses, etc.).
20. Communion is normally not part of a wedding ceremony.

Services of the Staff

1. Minister

- a. The minister will make every effort to ensure you have a meaningful and beautiful wedding. The minister is in charge of the entire wedding procedure, working closely with the bride and groom to insure a proper religious service, while also delegating responsibilities to various staff members.
- b. The minister is present for the rehearsal of a sanctuary wedding and begins the proceedings. He/She will guide participants through the mechanics of the wedding. A wedding director will continue with specific directions when the minister has finished. (Normally, chapel weddings do not require a rehearsal. Therefore, the minister does not normally attend chapel rehearsals.)
- c. The minister must approve the final copy of the wedding program no later than 30 days prior to the wedding. (should you choose to have one)
- d. You must take responsibility to schedule your pre-marital counseling sessions with the minister or counselor. These sessions are necessary and important as well as required.

2. Organist

- a. The church's Assistant Music Director/Organist will assist the bride and groom with the selection of instrumental and vocal wedding music. The organist will rehearse with the soloist or other musicians for an extra charge of \$35 per hour.
- b. In keeping with the policies of First Presbyterian Church and the Session, the church organist will play for all sanctuary and chapel weddings. If you choose not to have an organist, the wedding fee will not be reduced as we are contracted to pay the church organist whether or not he/she is used.
- c. All music for the wedding, both vocal and instrumental, must be approved by the Assistant Music Director prior to filling out page W-2 of the forms.
- d. All music, vocal and instrumental, must be in keeping with the Christian services and ceremonies as practiced by First Presbyterian Church.

3. Sound Technician

The sound technician is not scheduled to be present at the rehearsal, but will be available up to 1½ hours before the wedding. If you have special requests for monitors, microphones, or the use of our hearing impaired devices, please notify the Administrative Assistant no later than 7 days in advance.

Wedding Music Guidelines

1. All music must be approved by the Assistant Music Director/Organist. Music played and sung before and during your wedding needs to provide an atmosphere of worship. Wedding ceremonies are sacred, and the music used for your wedding needs to meet the same standard as music used during the Sunday worship services.
2. Contemporary Christian music may be used. However, if the church does not own the song you want played you will need to provide the church with the music.
3. **No use of recorded music please!** Tapes and CD's can be played at the rehearsal dinner or at the reception, but not during the wedding ceremony.
4. **Soloists:** Outside soloists may be used (singers, trumpet players, etc.) Many experienced instrumentalists and vocalists are also available through the church. If you decide to use an outside soloist, please have the person(s) contact the Organist/Assistant Music Director no later than 30 days prior to your wedding to clarify any questions about the music and to set up a rehearsal time. The wedding fee paid to the church includes **one** rehearsal time such as before or after the wedding rehearsal as well as a run through prior to the wedding service. (In addition to run throughs with the soloist prior to the wedding). **Any additional rehearsals needed in order to rehearse with outside soloists will cost \$35 per rehearsal.**

5. For instances where there is a question as to the appropriateness of a particular song or piece, the Director of Music Ministries and Pastor shall make the final decision regarding whether or not the selection should be permitted during the service.

First Presbyterian Church
Chapel Wedding Fees
First Presbyterian Church
Winston Salem, NC

(Effective 4/1/08)

Chapel Wedding Fee - \$650

Payable to First Presbyterian Church and
due 30 days prior to wedding day

Fee includes:

- use of the church building and supplies (per written instructions in the wedding booklet)
- honorarium for the minister and organist
- custodian
- Prepare online premarital survey

Fee does NOT include:

- any additional musicians or soloists
- video taping or audio recording
- bulletins or programs
- use of the church kitchen/parlor/fellowship hall
- wedding director
- rehearsal
- sound tech

**Sanctuary & Worship Center Wedding
First Presbyterian Church
Winston Salem, NC**

(Effective 4/1/08)

Sanctuary & Worship Center Wedding Fee - \$1,250

Payable to First Presbyterian Church and
due 30 days prior to wedding

Fee includes:

- a Friday rehearsal with the officiating minister and a wedding director from the church
- the wedding director (for the rehearsal and wedding)
- use of the church building and supplies (per written instructions in the wedding booklet)
- honorarium for the minister and organist
- sound technician and an CD audio recording of the service, if requested
- custodian
- Prepare online premarital survey

Fee does NOT include:

- additional musicians or soloists
- video taping
- bulletins or programs
- use of the church kitchen/parlor/fellowship hall