



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 directly responsible to that Committee for execution of this Policy.*

First Presbyterian Church
300 North Cherry Street
Winston-Salem, NC 27101

For additional information please contact—
Jeanne Nifong
336-723-1621, extn 234 or
jeannen@1stpres.com

Note: A staff contact list has been included at the end of this document.

(Revised: 6/25/2010)

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. The Sanctuary or Chapel may only be reserved for weddings by current members of First Presbyterian Church of Winston-Salem.
2. A minister presently on the staff of First Presbyterian Church will preside at all weddings.
3. 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.
4. 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.
5. 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.
6. 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.)
7. A wedding banner is available for display at your request.

8. A kneeling pad and kneeling bench are available for those who want to use them.
9. 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.)
10. The Communion Table is normally removed from the chancel for weddings.
11. The pulpits may be relocated on the chancel if requested; however, they are not to be removed from the chancel.
12. No smoking is permitted in any of the church buildings.
13. 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.
14. The throwing of rice is not permitted on church premises. Birdseed may be used outdoors.
15. 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.
16. 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.
17. 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.
18. 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.

19. Payment: Please submit payment of fees to Administrative Assistant at least 30 days prior to ceremony.
20. The church is not responsible for lost or stolen articles. Please secure your valuables. (i.e.; jewelry, cameras, purses, etc.)
21. Communion: The Presbyterian Church (USA) requires that "Celebration of the Lord's Supper at the marriage service requires the approval of the session, and care shall be taken that the invitation to the Table is extended to all baptized present." Recognizing the logistics and guest sensitivity that extending communion to all presents, most couples choose not to celebrate communion during the service. If this is something that you'd like to explore, please speak with the minister at least two months in advance (to allow for session timing).

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.

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

First Presbyterian Church

300 North Cherry St.
Winston-Salem, NC 27101

Staff Contact Information

Name	Phone Extn	Email	Title
Jeanne Nifong	234	JeanneN@1stpres.com	Administrative Assistant
Harry Daniel	261	HarryD@1stpres.com	Interim Senior Pastor
Jeff White	235	JeffW@1stpres.com	Associate Pastor
Mike Horne	225	MikeH@1stpres.com	Associate Pastor
Amy Holloway	228	AmyH@1stpres.com	Associate Pastor
Michael Dodds	288	MichaelD@1stpres.com	Director of Music Ministries
Elizabeth Moyer	241	ElizabethM@1stpres.com	Organist/Assistant Music Director
**Susan Orgain	336-766-7101	me@susanorgain.com	Guest Organist
Rachel Lewis	241	Rachell@1stpres.com	Technical Producer

****Please note that Susan Orgain will be filling in for Elizabeth Moyer while she is out on maternity leave. (approx. return date is 9/6/2010)**

Approved Wedding Directors

Martha Lowry	336-777-0546	rmlowry@triad.rr.com	Wedding Director
Jennifer Richwine	336-391-2642	richwjl@wfu.edu	Wedding Director

Form W-1

**General Information
First Presbyterian Church of Winston-Salem**

(This form is to be returned to minister at your first pre-marital counseling appointment.)

Wedding Date _____

Officiating Minister _____

Time _____

Wedding Director _____

Venue _____

Wedding Party Contact _____

Date of your first appointment with the officiating Minister: ____/____/____

Date of your appointment with the organist: ____/____/____

Bride:

Name _____

Address _____

Email Address _____

Telephone (home) _____ (work) _____ (cell) _____

Name to be used during ceremony _____

Groom:

Name _____

Address _____

Email Address _____

Telephone (home) _____ (work) _____ (cell) _____

Name to be used during ceremony _____

Bride's Parents' Names

Groom's Parents' Names

Ceremony:

Music Start Time: _____

Are the flowers being left for Sunday worship: Yes No

Is your reception at the church? Yes No

Form W-2

Technical Information First Presbyterian Church of Winston-Salem

(This form is due in church office 30 days prior to wedding.)

Bride's Name _____

Groom's Name _____

Venue _____

Officiating Minister _____

Ceremony:

Date: ___/___/___

Time: _____

Music Start Time: _____

Number in wedding party _____

#/Grandmothers _____ #/Mothers _____

#/Bridesmaids _____ #/Flower girls _____

Ring bearer? Yes No

1. Readers - How many? _____

2. Music – How many vocal soloists? _____

*(**Soloists & Readers should perform from lectern.)*

Will they require accompaniment by the: organ piano other none

Will there be congregational singing? _____

Will there be instrumentalists in addition to the organist? _____

What instruments will they be playing? _____

*(**Instrumentalist must be located in the choir loft.)*

3. Video - Will an audio feed from the soundboard be necessary? _____

If so, to where? _____

4. Please indicate (X) which of the following articles belonging to First Presbyterian Church you will be using:

_____ Candelabras - brass (or) pewter

_____ Unity candelabra

_____ Refillable candles (for candelabras)

_____ Wedding banner

_____ Kneeler

_____ Silver flower urns or trumpet vases (circle which one if any)

_____ Pedestals for floral arrangement (will you need 1 or 2)

_____ Wireless hearing devices for the hearing impaired

_____ Other requests _____

For office to complete:

Sound Tech: _____

Scheduled Custodian: _____

Wedding Director: _____

Balance Due: _____

Form W-3

**Church Records Information
First Presbyterian Church of Winston-Salem**

(This form is due in church office 30 days prior to wedding.)

Church Records Information

In order for us to keep our records current, please complete the information below.

1. Bride: Your formal name after ceremony.

First Name	Middle Name	Last Name
------------	-------------	-----------

2. If you or your spouse's address or phone information will change, please specify new information below:

Form W-4

**Florist Information
First Presbyterian Church of Winston-Salem**

(This form is due in church office 30 days prior to wedding.)

1. The florist must make an appointment through the Senior Pastor's secretary for the exact time of the delivery/decorating. Florists may begin all decorations **up to 2 ½ hours** prior to the hour of the wedding. (If more time is needed, additional charges will apply.)
2. Decorations must be removed immediately following the wedding. (1 hour time frame) After removing decorations, please pick up any petals or debris that may have fallen.
3. Only drip-less candles may be used in the sanctuary and chapel. The florist is responsible for any property damage or cleaning expenses incurred through failure to comply with these requirements.
4. Aisle runners are not permitted.
5. Silver flower urns belonging to First Presbyterian Church are available to be used for weddings. The urns may not be taken from the church premises.
6. Wooden pedestals are available to place floral arrangements on if desired. The bride needs to indicate on form W-2 if she chooses to use them and where they are to be placed. Other sanctuary furniture may not be moved without permission from the minister.

I have read and agree to the terms of this contract:

Florist Signature: _____

Florist (company name): _____

Bride's Name: _____

Date of Wedding: _____

Form W-5

Technical Information First Presbyterian Church of Winston-Salem

(This form is due in church office 30 days prior to wedding.)

A church wedding is first and foremost a Worship Service and the minister and the Staff takes much care to ensure that it remains a sacred event. We request that you closely observe the following requirements.

1. **Absolutely no flash pictures can be taken during the service.** When the minister enters the sanctuary flash photos may be taken in the Narthex and time exposures may be taken from the rear of the balcony only.
2. Once the Prelude music begins, the photographer may not be present on the chancel. Pictures of the family and bridal party may be taken from within 4 rows of the back.
3. One photo of the bride entering the sanctuary is permitted but the photographer must be not more than four pews from the back, after which time he/she goes to the balcony.
4. Exposures using AVAILABLE LIGHT ONLY are permitted from the balcony position. You are urged to move around as little as possible while in the balcony.
5. Pictures may be taken PRIOR to the wedding provided they are completed one hour before the wedding begins.
6. Flash pictures may be taken when the bride/groom exit up the aisle.
7. Pictures taken AFTER the wedding must be taken immediately. The Wedding Director will usher the wedding party back into the sanctuary for the photographer.
8. Any picture requiring the presence of the minister must be taken first in order that the minister may be free to complete legal documents of the wedding.
9. Any damage caused by moving candles for pictures, etc by the photographer becomes the responsibility of the photographer.
10. If any questions arise after the service begins or if the minister is unavailable, the Wedding Director is authorized to speak for the minister in most matters.

I have read and agree to the terms of this contract:

Photographer's signature: _____

Company Name: _____

Bride's name: _____

Form W-6

Information for Videographers First Presbyterian Church of Winston-Salem

(This form is due in church office 30 days prior to wedding.)

A church wedding is first and foremost a Worship Service and therefore the minister and the staff takes much care to ensure that it remain a sacred event. We request you closely observe the following requirements:

1. Cameras may be set up in the balcony in a discreet location
2. Cameras may not be used anywhere else in the sanctuary
3. Filming is permitted with AVAILABLE LIGHT *only*
4. We use filtered wireless microphones in the sanctuary and additional wireless microphones are not allowed unless previously approved by our technical staff. Please contact the Technical Producer regarding your frequency, at least one week in advance.

First Presbyterian Church

Winston-Salem, NC

Wedding Checklist

Dear Bride,

The timeline below is to help with those time sensitive items. Please carefully read the wedding booklet for more detailed information. Thank you!

Timeline		Task	Task Completed?
As soon as Wedding is calendared	1	Schedule wedding with Admin. Asst.	
	2	Check city calendar for downtown events that might disrupt wedding. (parades, street fairs, etc.)	
	3	Schedule meeting with minister for approval. (Weddings on schedule are tentative until authorized by the minister.)	
	4	Read over info. received from Admin Asst and complete Form W-1	
	5	Return Form W-1 to minister at your first meeting in order to complete Prepare (premarital counseling) Survey	
	6	Check availability of organist and wedding director (Church approved director must be used.)	
Schedule Pre-marital Counseling Appointments	7	Bride and Groom: Complete Prepare Survey sent to each of you individually by email. Minister or Admin. Asst. will contact you to set up appointment to discuss	
30+ days prior	8	Schedule final appointment with minister to confirm service order and program	
	9	Meet with Organist/Assistant for Music to select wedding music	
	10	Have Forms W-2 through W-6 completed and signed; return to Admin Asst.	
	11	Pay all fees to Admin. Asst. (Sanctuary \$1,250; Chapel \$650)	
3 weeks prior	12	If you have selected to participate in outside counseling, a letter from the counselor must be received by the officiating minister no less than 3 weeks prior to wedding.	
1 day before wedding	13	Wedding rehearsal at 5 pm	
Day of Wedding	14	Get married! **Church is available 2 ½ hours prior to wedding and 1 hour after wedding. God's blessings to you both on this very special day!	