



## FIRST PRESBYTERIAN CHURCH

1390 NORTH STATE STREET • JACKSON, MISSISSIPPI 39202-2095 • (601) 353-8316

FAX (601) 973-9119 • [www.fpcjackson.org](http://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 wedding 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 states: "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,

David T.A. Strain, Senior Minister

## WEDDING COORDINATOR'S GREETINGS

*“As a bridegroom rejoices over his bride, so will your God rejoice over you” (Isaiah 62:5)*

*Congratulations on your engagement and forthcoming wedding! This is such a special occasion in your life, one for which you have waited your entire life. First Presbyterian Church wants your wedding to be special and perfect in every way. In order to have a worshipful wedding ceremony, many important decisions must be made. We are here to help you prepare for the most exciting day of your life.*

*We would like to help you get organized concerning the things you need to know about the Wedding Policy at First Presbyterian Church. After your wedding date has been approved by our Session, you will begin to make many plans. Before you start, please read very carefully this Wedding Policy. It will help you in making your plans for your special day.*

*We have held countless weddings over the years and know the Wedding Policy will assist you in managing the many details of a Christian wedding here at First Presbyterian Church. We suggest that you read the Wedding Policy all the way through once. It's good to get the whole picture in your mind. A checklist is provided to help you know some of the decisions that will need to be made. Please pay particular attention to the part about having children in the wedding.*

*If you comply with the Wedding Policy, you will be able to enjoy your special day to its fullest. We are here to help you in any way that we can to make your day perfect.*

*Ruth Smith  
Wedding Coordinator*

# ***WEDDING POLICY***

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## WEDDING POLICY

*We are glad you are planning a wedding at First Presbyterian Church of Jackson, Mississippi! The Session would like to express the hope that God will guide, bless and enrich you with every spiritual blessing.*

### GENERAL PROVISIONS

#### ***I. Preliminary Information***

##### ***A. Governing Principles:***

*The Wedding Policy is intended to be consistent with Holy Scriptures, the By-Laws of FPC, as amended from time to time and the laws of the State of Mississippi. The Session of FPC 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. Therefore, be certain that you are qualified 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; (4) is not of legal age or is not within acceptable blood relationship or (5) does not comply with Chapter 59, Book of Church Order (BCO). If any of the above circumstances apply to either party, the Session, preliminarily will determine whether the relevant standards have been met. Among other things, the applying parties may be asked to supply further information to the Church & Member Relations Committee of FPC and, if appropriate, to the Session.*

##### ***B. Additional Provisions:***

- 1. All brides and grooms must be confessing Christians with a desire to develop a Christian home and thus honor the Biblical doctrine of the sanctity of marriage;*
- 2. All marriage services on FPC premises are individually approved by the Session, and are not final until Session approval;*
- 3. One of the parties applying to FPC must be a Member of FPC<sup>2</sup>, or whose parents are members of FPC or be determined to be an Affiliate<sup>3</sup>;*
- 4. All brides and grooms shall receive at least one marriage counseling session by a minister on the church staff (See Paragraph IV) before wedding is approved by the Session.*

<sup>1</sup> First Presbyterian Church of Jackson, Mississippi, a Mississippi non-profit corporation, is referred to as "FPC" or as "Church" throughout and refers to the organization and to the properties and/or facilities.

<sup>2</sup> The term "Member" is defined in the bylaws, Article 1, Section (a)(9). For purpose of wedding, child of member shall be considered a member.

<sup>3</sup> The term "Affiliate" refers to a person who either was baptized at FPC; was previously a Member; whose grandparent(s) are currently Members; was a full time member of the FPC staff or whose parent(s) held such a position. The Church & Member Relations Committee and, in turn, the Session shall make this determination.

5. *The minister counseling the couple will bring to the Church & Member Relations Committee any situation that might bring question or concern to him; (See Paragraph IV)*
6. *A minister of the Church must be present at the rehearsal and officiate or assist at each wedding, and he shall have control over all aspects of the wedding service. He will administer the vows and/or the homily. Guest ministers who officiate or assist the staff minister must provide ordination credentials to the Church & Member Relations Committee and be approved by the Session. In addition, such guest minister must submit to the minister of the Church the actual vows to be repeated at the wedding service.*
7. *If needed, a nursery can be provided for a fee (see section IX). Contact Gena Dear, Nursery Coordinator (601-259-8456).*

## **II. Getting Started – Wedding Procedures**

### **A. Preliminary Scheduling Clearance:**

*Preliminary scheduling<sup>4</sup> for the use of the Sanctuary, Lowe Hall or Hutton Chapel for weddings and wedding rehearsals, and for the use of Miller Hall and Lowe Hall for wedding receptions, is to be made through the Senior Minister's office, by calling the Senior Minister's Administrative Assistant at 601-973-9104.*

### **B. Formal Application:**

*Once the date is cleared with the Senior Minister's Administrative Assistant; with the Business Office; with the Officiating Minister; and with the Wedding Coordinator, the request for reservations giving specified dates and exact times of both wedding and rehearsal must be made in writing and be submitted to the Senior Minister's Administrative Assistant on the **Request to the Session** form (See TAB A) for signature by a staff minister and subsequent submission to the Church & Member Relations Committee. The Request may be mailed; hand-delivered or transmitted as an email attachment.*

*The Wedding Worksheet, Tab B, will assist the applying couples.*

### **C. Staff Minister Interview and Final Approval:**

*The interviewing Staff Minister will bring to the Church & Member Relations Committee any situation that might bring question or concern to him. (See, Paragraph I.A. and Paragraph IV). **The wedding date cannot be finalized until the bride and the groom meet with the interviewing Staff Minister.** Thereafter the Church & Member Relations Committee and the Session must give approval.*

### **D. Confirmation with Officiating Minister and Wedding Coordinator:**

*Additionally, as noted in Paragraph II. A., above, the date and the hour must be confirmed with the Officiating Minister and the Wedding Coordinator who shall direct the wedding or shall assign a Director.*

### **III. Church & Member Relations Committee**

*The Church & Member Relations Committee shall exercise oversight and responsibility for compliance with the Wedding Policy. The Wedding Coordinator shall consult with the bride and groom, the Officiating Minister, the organist and the church staff as well as direct the rehearsal and wedding.*

*The Wedding Coordinator or a Director appointed by the Wedding Coordinator shall be present at the rehearsal and wedding to assist, direct and ensure that the Wedding Policy is followed.*

*No Wedding Coordinator fee will be charged to the responsible party(ies)<sup>5</sup> for a Member wedding but such fee will be charged for Affiliate weddings<sup>6</sup>.*

### **IV. Counseling Information and Order of Service**

#### **A. Counseling:**

*All<sup>7</sup> couples marrying in First Presbyterian Church are required to participate in pre-marital counseling sessions. Counseling sessions on the ideals of the Christian home and the responsibilities of the marriage vows shall be arranged among the Officiating Minister, the Church Staff and the bride and groom prior to the marriage service. If the Officiating Minister is not a Member of the FPC staff, and the Officiating Minister intends to perform the counseling, the FPC Assisting Staff Minister must give approval.*

*In the event that the couple resides outside of the State of Mississippi, the officiating or assisting church minister will meet with the couple at least one time and then shall approve all other counselors and the length of the counseling period.*

#### **B. Order of Service:**

*The ministers shall use a traditional marriage service(s) from the Directory of Worship of the Presbyterian Church in America (BCO Chapter 59 and Tab G).*

*The Session of FPC considers weddings to be worship services and retains control and final decisions of approval and disapproval beyond which there is no appeal.*

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

### **V. Music for the Wedding**

#### **A. General:**

*Since a wedding at FPC is a worship service, the same policy for music during a wedding ceremony shall be that which applies to any worship service of First Presbyterian Church, and, it must be approved by the FPC Minister of Music (601-973-9113). Careful selection*

<sup>5</sup> Applicant(s) for the wedding shall be responsible for the payment of all other fees.

<sup>6</sup> See Paragraph IX.

<sup>7</sup> Whether Member or Affiliate.

*of the music will assure a service that is pleasing to the bride and groom yet maintains the propriety of the glory of God.*

*B. Guidelines for Wedding Music:*

*The soloists, instrumentalists and selections of music for the wedding must be approved by the FPC Minister of Music.*

***\*\*PLEASE DO NOT ENGAGE ANY SOLOIST OR INSTRUMENTALISTS BEFORE THIS CONSULTATION\*\****

*Ordinarily, First Presbyterian Organist shall play at all weddings. The FPC Organist's fee shall be paid by check directly to the organists.*

*Soloists shall provide the music for accompaniments and shall have their music thoroughly prepared and coordinated before meeting with the organist. The use of audio tapes for vocal or instrumental accompaniment may not be used in our services.*

***VI. Wedding Photography; Video Production and Sound***

*A. General Photography:*

***A church wedding at FPC is a worship service.*** *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 shall contact the photographer at least ONE WEEK before the wedding to review church policy.*
- 2. No FLASH PHOTOGRAPHS shall be taken during the ceremony. The ceremony begins when the music 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 (for 30 minutes only).*
- 4. All pictures taken before the ceremony must be completed 60 minutes prior to the hour of the wedding.*

*B. Video Production and Sound:*

*The Television Ministry of First Presbyterian Church does not provide video services for weddings.*

*If an outside video service tapes 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. Upon sufficient notice, the Television Ministry will assist with sound from the house soundboard.<sup>9</sup> An audio CD is provided by FPC.*

<sup>8</sup> See, Paragraph IX below. If the Church & Member Relations Committee determines that the Member couple, and, in turn, the responsible sponsors are unable to pay this fee, with the approval of the organist, the same may be waived.

<sup>9</sup> See Paragraph IX for fees and charges for this service.

## **VII. Catering**

### **A. Receptions:**

1. *Reservations will not be granted when the church facility is needed for regularly scheduled church activities.*
2. *Caterers must contact the Wedding Coordinator one month prior to the wedding to plan the event and to be guided by the following:*
  - (a) *Catered weddings may not use the church kitchen unless coordinated with the Wedding Coordinator who shall be advised if rental equipment will be used. 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 the FPC dishwasher, the Wedding Coordinator must be contacted, and FPC will provide someone to operate the equipment. The operator will be paid by the caterer for this service.*
  - (b) *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.*
3. **Cleaning Standards:**
  - *All sinks and countertops shall be left clean;*
  - *All food, utensils, and other items shall be removed;*
  - *The kitchen shall be left in a clean and orderly condition.*
  - *Floors need to be left "broom clean."*
4. **Custodial Needs:**
  - *Information regarding the number of tables and their arrangement for the reception is to be given to the Wedding Coordinator:*
    - a. *The number of round tables available;*
    - b. *The number of six-foot rectangular tables available; and*
    - c. *The number of eight-foot tables available.*
5. **Alcoholic Beverages are Prohibited:**
  - ***Consumption of alcoholic beverages and use of illegal drugs is strictly forbidden on any part of FPC property.*** *This includes before the wedding as well as at the reception. Any member of the wedding party who is under the influence of alcohol or drugs will NOT be permitted to participate in the rehearsal, wedding or reception which occurs on FPC property. The bride and groom shall be under obligation to make this rule known to all members of the wedding party and shall be responsible for the actions of the wedding party.*



## **VIII. Decorations and Floral Arrangements**

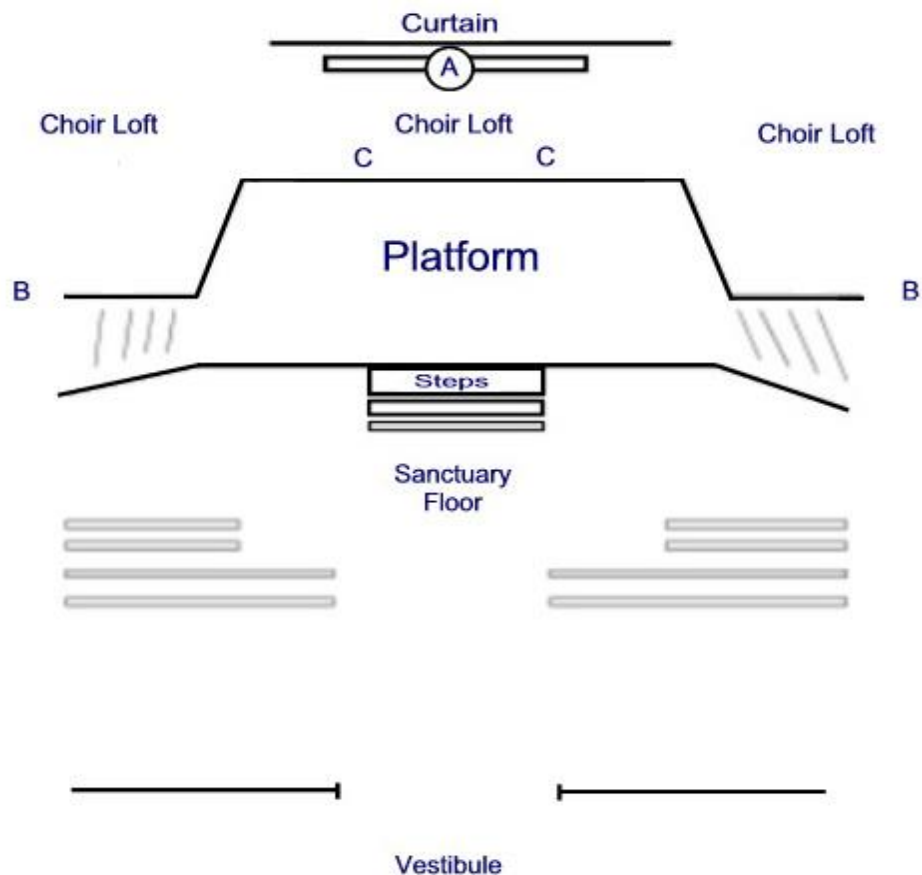
### **A. General Provisions:**

*The sanctuary is constructed of simple, classic American Georgian design. Decorations and floral arrangements for weddings in the sanctuary should be consistent with this concept of simplicity. The emphasis upon simplicity of decorations 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.*

*Floral providers will be contacted by the Wedding Coordinator to review the plan/drawing in writing for decorating the church. The final decision as to the appropriateness of the decoration plan rests with the Wedding Coordinator and the Senior Minister or his designee.*

*NOTE: If floral arrangements are placed overnight and require air conditioning, special arrangements must be made through the Business Administrator (601) 973-9107. Ordinarily, air conditioning for the sanctuary does not run overnight.*

### **B. Sanctuary Floor Plan:**



### *C. Sanctuary:*

*Using the sanctuary floor plan shown in paragraph B, above, decorations are permitted in the following designated areas:*

#### **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 choose one option:*

- 1. Two (2) flower arrangements located in area B. (on the floor); or*
- 2. Two (2) flower arrangements in area C.*

**NOTE:** *With any use of candles, wide plastic sheets should be used to cover the floor beneath the candles to protect the floor covering. Please contact the Wedding Coordinator.*

*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. Pews.** *A small floral bouquet (but no candles) may be placed at the end of every 3<sup>rd</sup> or 4<sup>th</sup> pew on the center aisle. **Only ribbons should be used to secure the pew markers.** These must be free of any water or water-bearing material.*

**4. 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.*

**5.** *No arched floral arrangements that need to be attached to the wall can be used.*

### *D. Vestibule:*

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

### *E. 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.*

*F. Clean Up:*

- 1. **Removal of all decorations, boxes and all other items must begin immediately after the service. A crew sufficient to adequately remove decorations shall be provided by the florist.***
- 2. 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. The custodian will put the pulpit furniture in place and mop the floor after the florist crew has left it "broom clean."*

*G. Limited Use:*

***The list of areas and items above are specified by the Session and may not be changed. The FPC staff is not allowed to expand these rules.***

## **IX. Wedding Fees**

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

<b>Weddings</b>	<b>Members</b>	<b>Affiliates</b>	<b>Pay by Check to:</b>
Sanctuary	-0-	\$500.00	FPC
Chapel	-0-	\$300.00	FPC
Wedding Coordinator	-0-	\$500.00	Wedding Coordinator
Asst. Coordinator	-0-	\$100.00	Asst. Coordinator
Organist (Church provided)	\$300.00 <sup>10</sup>	\$300.00	Organist
Security	\$100.00 <sup>11</sup>	\$100.00	Cash Only (to Wed. Coord.)
Custodial Staff	\$100.00/person	\$100.00/person	Cash Only (to Wed. Coord.)
Nursery	\$80.00 <sup>12</sup>	\$80.00 <sup>12</sup>	Cash Only (to individuals)

## **Receptions**

Lowe Hall	\$250.00	\$250.00	Church
Miller Hall	\$300.00	\$300.00	Church

## **X. Special Instructions**

- 1. NO children under five years of age are allowed in the wedding party.*
- 2. Communion is not to be included in the wedding ceremony.*
- 3. Poems, readings and testimonials are not included in the service. Couples may not write their own vows.*
- 4. Rehearsals shall begin promptly at the time scheduled and shall proceed in a quiet, dignified manner.*
- 5. Smoking is not permitted in any of the church buildings.*
- 6. No rice, bird seed, or any other hard object may be thrown at the bride and groom on FPC property.*
- 7. No food or drinks of any kind 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 classroom M133. Food may be placed in this room. It is the responsibility*

<sup>10</sup> See footnote 8, above.

<sup>11</sup> \$100.00 minimum (\$25/hour for 4 hours). Each additional hour: \$25.00

<sup>12</sup> \$80.00 minimum (2 workers for 2 hours).

*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, no wedding will be scheduled for Sunday, Wednesday evening, or the Saturday preceding the Lord’s Supper (Communion) which ordinarily are the second Sunday in January, April, July, and October, nor 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.*
11. *No evening wedding shall be scheduled to begin later than 7:00 p.m. If a reception is held in the church building, the wedding shall be scheduled to begin no later than 6:00 p.m.*
12. *Ordinarily, two weddings may not be scheduled on the same day; however, 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.*
13. *There must be six hours between weddings in the Sanctuary and chapel. Weddings may be scheduled between 10:00 a.m. and 8:00 p.m.*
14. *The Sanctuary is wheelchair accessible on the Belhaven Street entrance and on the Pinehurst Street side of the church at the Day School entrance.*
15. *The maximum seating capacity for the facilities are as follows:*

Sanctuary	1,236
Chapel	95
16. *First Presbyterian Church staff security will be utilized 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 a.m. to 8:00 p.m.*

*On the day of the wedding one FPC security staff person shall be employed by the wedding party unless the wedding party desires to have more than one. The FPC security guard(s) and any others employed by the wedding party must report one (1) hour before the wedding service and stay until the ceremony and/or reception are completed and concluded.*

*Fees are \$25.00 per hour with a minimum of \$100.00 per wedding for each security guard. 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.*

*Fees shall be paid in cash to the wedding coordinator prior to the wedding.*

17. *It is the responsibility of the couple to obtain a marriage license and the license must be provided to the Officiating Minister prior to the wedding. Any change in this deadline must be approved by the Church & Member Relations Committee.*

**XI. Flower Memorials:**

*If the couple desires to leave the center arrangement the couple shall complete Tab H and submit the same to the Senior Minister's Assistant two (2) weeks prior to the wedding.*

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## REQUEST TO THE SESSION

Please return this form to the Senior Minister's Executive Assistant  
within 10 days of Preliminary Schedule Clearance

**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 (1,236) \_\_\_\_\_

Chapel (95) \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

Future address (when known, please call in):

\_\_\_\_\_  
\_\_\_\_\_

### Agreement

We have read the Wedding Policy 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 \_\_\_\_\_ Staff Minister's Signature/date \_\_\_\_\_

disapproval \_\_\_\_\_

## WEDDING WORKSHEET

Please read the enclosed information thoroughly before completing this form.

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

Please bring your marriage license and five (5) wedding  
programs to the rehearsal

### 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: \_\_\_\_\_

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**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. (Also complete TAB H and give to the Senior's Minister's office.)

**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 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** \_\_\_\_\_

\_\_\_\_\_

Flower Girl(s) \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Special Needs? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bride's Paternal Grandparents' Name: \_\_\_\_\_

\_\_\_\_\_

Groom's Paternal Grandparents' Name: \_\_\_\_\_

\_\_\_\_\_

Bride's Maternal Grandparents' Name: \_\_\_\_\_

\_\_\_\_\_

Groom's Maternal Grandparents' Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Music for the Wedding

A. General:

Since a wedding at FPC is a worship service, the same policy for music during a wedding ceremony shall be that which applies to any worship service of First Presbyterian Church, and, it must be approved by the FPC Minister of Music (601-973-9113). Careful selection of the music will assure a service that is pleasing to the bride and groom yet maintains the propriety of the glory of God.

B. Guidelines for Wedding Music:

The soloists, instrumentalists and selections of music for the wedding must be approved by the FPC Minister of Music.

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

Ordinarily, the First Presbyterian Organist shall play at all weddings. The FPC Organist's fee shall be paid by check directly to the organist<sup>13</sup>.

Soloists shall provide the music for accompaniments and shall have their music thoroughly prepared and coordinated before meeting with the organist. The use of audio tapes for vocal or instrumental accompaniment may not be used in our services.

Agreement

I have read the First Presbyterian Church Wedding Guidelines and Policies 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: \_\_\_\_\_

<sup>13</sup> See, Paragraph IX above for fees and charges for this service. If the Church & Member Relations Committee determines that the Member couple, and, in turn, the responsible sponsors are unable to pay this fee, with the approval of the organist, the same may be waived.





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## Photographer's Agreement

### General Photography:

A church wedding at FPC is a worship service. 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 shall contact the photographer at least ONE WEEK before the wedding to review church policy.
2. NO FLASH PHOTOGRAPHS shall be taken during the ceremony. The ceremony begins when the music 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 (for 30 minutes only).
4. All pictures taken before the ceremony must be completed 60 minutes prior to the hour of the wedding, and all equipment must be removed from the Sanctuary.

### B. Video Production and Sound:

The Television Ministry of First Presbyterian Church does not provide video services for weddings.

If an outside video service tapes 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. Upon sufficient notice, the Television Ministry will assist with a sound from the house soundboard.<sup>14</sup> An audio CD is provided by FPC.

## Agreement

I have read the First Presbyterian Church Wedding Guidelines and Policies 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: \_\_\_\_\_

<sup>14</sup> See Paragraph IX above for fees and charges for this service.



## Caterer's Agreement

### A. Receptions:

1. Reservations will not be granted when the church facility is needed for regularly scheduled church activities.
2. Caterers must contact the Wedding Coordinator two (2) weeks prior to the wedding to plan the event and to be guided by the following:
  - a. Catered weddings may not use the church kitchen unless coordinated with the Wedding Coordinator who shall be advised if rental equipment will be used. 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 the FPC dishwasher, the wedding coordinator must be contacted, and FPC will provide someone to operate the equipment. The operator will be paid by the caterer for this service.
  - b. 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.

### 3. Cleaning Standards:

- All sinks and countertops shall be left clean;
- All food, utensils, and other items shall be removed;
- The kitchen shall be left in a clean and orderly condition.

### 4. Custodial Needs:

- Information regarding the number of tables and their arrangement for the reception is to be given to the Business Administrator at 601-973-9107 to determine:
  - a. The number of round tables available;
  - b. The number of six-foot rectangular tables available; and
  - c. The number of eight-foot tables available.

NOTE: 2 custodians will be paid \$100/each for wedding clean up.

### 5. Alcoholic Beverages are Prohibited:

- No alcoholic beverages or drug use in any form shall be brought onto, used or served on FCP property. This includes before the wedding as well as at the reception. Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the rehearsal, wedding or reception which occurs on FPC property. The bride and groom shall be under obligation to make this rule known to all members of the wedding party and shall be responsible for the actions of the wedding party.

### Agreement

I have read the First Presbyterian Church Wedding Guidelines and Policies 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

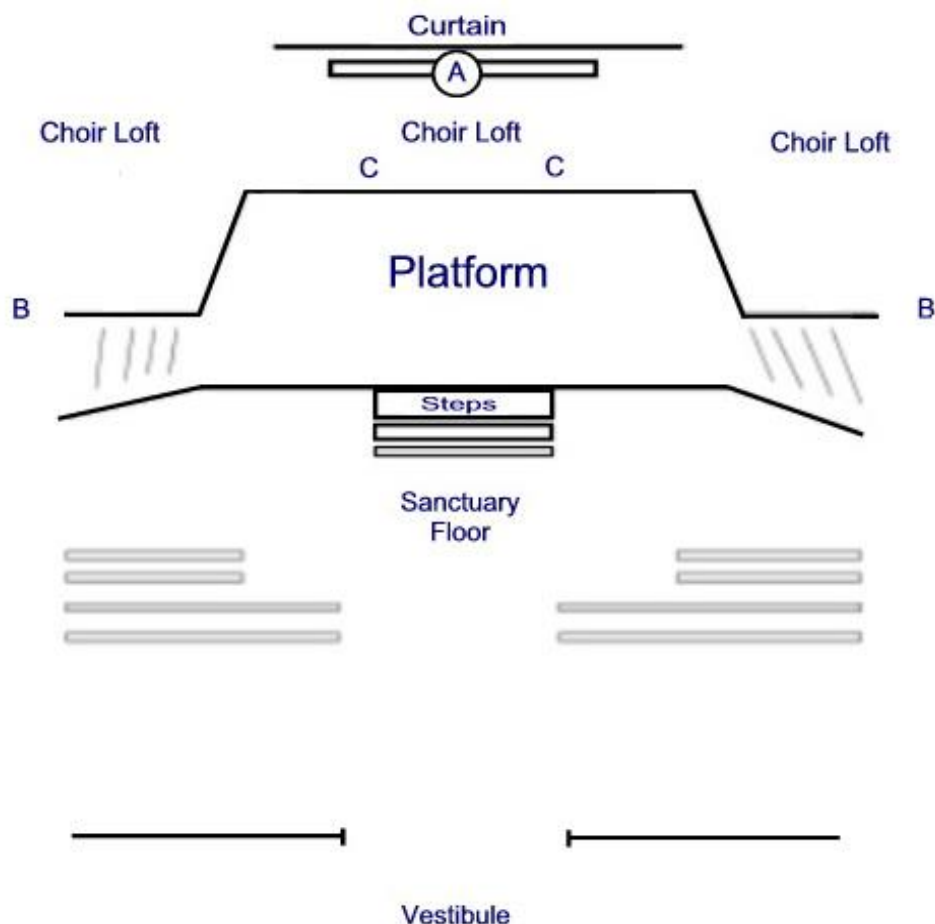
### General Provisions:

The Sanctuary is constructed of simple, classic American Georgian design. Decorations and floral arrangements for weddings in the Sanctuary should be consistent with this concept of simplicity. The emphasis upon simplicity of decorations 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.

Floral providers will be contacted by the Wedding Coordinator to review the plan for decorating the church. The final decision as to the appropriateness of the decoration plan rests with the Wedding Coordinator and the Senior Minister or his designee.

NOTE: If floral arrangements are placed overnight and require air conditioning, special arrangements must be made through the Business Administrator (601) 973-9107. Ordinarily, air conditioning for the Sanctuary does not run overnight.

### B. Sanctuary Floor Plan:



C. Sanctuary:

Using the Sanctuary floor plan shown in paragraph B, above, decorations are permitted in the following designated areas:

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 choose one option:*
    1. *Two (2) flower arrangements located in area B. (on the floor); or*
    2. *Two (2) flower arrangements in area C (behind the center choir rail); or*
    3. *Two (2) flower arrangements in area B and two candelabra in area C (behind the center choir rail).*
  - NOTE: With any use of candles, wide plastic sheets should be used to cover the floor beneath the candles to protect the floor covering. Please contact the Wedding Coordinator.
  - 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. **Pews.** A small floral bouquet (but no candles) may be placed at the end of every 3<sup>rd</sup> or 4<sup>th</sup> pew on the center aisle. **Only ribbons should be used to secure the pew markers.** These must be free of any water or water-bearing material.
4. **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.
5. No arrangement or ferns shall be used in front of the choir rail or in front of the platform.

D. Vestibule:

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

#### E. 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.

#### F. Clean Up:

1. Removal of all decorations, boxes and all other items must begin immediately after the service. A crew sufficient to adequately remove decorations shall be provided by the florist.
2. 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. The custodian will put the pulpit furniture in place and to mop the floor after the florist crew has left it "broom clean."

### 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: \_\_\_\_\_



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## 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**

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## 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.

Date of the Wedding: \_\_\_\_\_

"The flowers in the Sanctuary are  
from the wedding of: \_\_\_\_\_

And

In loving (circle one): MEMORY or HONOR

Of: \_\_\_\_\_

(Names— 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: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_ Cell: \_\_\_\_\_

### Approval Status:

Received

Approved

\_\_\_\_\_

\_\_\_\_\_

TAB A Request to the Session

\_\_\_\_\_

\_\_\_\_\_

TAB B Wedding Worksheet

\_\_\_\_\_

\_\_\_\_\_

TAB C Musician's Agreement

\_\_\_\_\_

\_\_\_\_\_

TAB D Photographer's Agreement

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TAB E Caterer's Agreement

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TAB F Decorator/Florist's Agreement

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TAB G Order of Service

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\_\_\_\_\_

TAB H Flower Memorial

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\_\_\_\_\_

TAB I Wedding Checklist