

3/17/17

For Policy Manual

Approved by Session

4/12/17

Central Presbyterian Church

1260 Dauphin Street

Mobile, AL 36604

(251) 471-2961

Fax: (251) 432-0591

## **WEDDING POLICY** (Rev 21 February 2017)

### **THE WORSHIP OF GOD IN THE MARRIAGE SERVICE**

#### **I. INTRODUCTION OF THE WEDDING POLICY**

Congratulations on your decision to have a Christian wedding. We are glad that you have chosen to host your wedding at Central Presbyterian Church and look forward to working with you to provide a meaningful and satisfying wedding. The Session of Central Presbyterian Church has approved the following wedding police, which reflects our commitment to provide you with a clear understanding of the wedding process at Central as part of the Reformed tradition of Christian faith. **The Pastor and Session will normally concur with your request for a wedding ceremony with the understanding that you will adhere to this Wedding Policy.**

#### **II. THE WORSHIP OF GOD IN THE MARRIAGE SERVICE**

Your choice of Central Presbyterian Church (CPC) for your wedding indicates your desire for a Christian, not a civil, marriage ceremony. To assist you in achieving this goal, the officers of Central Presbyterian Church have approved the guidelines in this Wedding Policy.

The marriage service is a service of worship to God. This service is characterized by dignity, reverence, and joy in the great love of God as manifested in His Son, Jesus Christ. The act of worship is a unique aspect of the Christian wedding service. It raises the occasion above mere pageantry and ceremony. As bride and groom come together in this service of worship, they praise and thank God for bringing them together as husband and wife. They ask and receive His blessing upon their life together.

The Christian congregation which gathers with you on your wedding day also praise and thanks God for your love for each other and ask His blessing upon your life together. This service recognizes the sacredness of the relationship of marriage and brings blessing upon it.

This emphasis upon worship of God often goes against the popular concept of weddings, for it means that in your wedding God's love should be emphasized foremost. It also means that, even though the ceremony itself is important to you, God's love for all persons is more important. You will want to do everything possible, therefore, to assure that your attention and priorities focus upon God.

As you look forward to your wedding and make plans for it, many activities and details will call for your attention. Celebrate your joy in the parties and other activities, but always remember that your top priority is praising God for your love and seeking His blessing upon your union.

### **III. THE ROLE OF THE PASTOR**

The Pastor of Central Presbyterian Church officiates over the marriage ceremony for church members and is available to officiate over ceremonies for nonmembers. In either case, you *must* confer with the Pastor regarding the wedding and rehearsal dates, review the wedding policy, and set pre-marital counseling appointments if the Pastor is officiating over the ceremony.

If a minister other than the Pastor of Central Presbyterian Church either assists in or officiates over the ceremony you *must* make this request to the Pastor of Central Presbyterian Church in person. You are responsible for setting the rehearsal and wedding dates with the Pastor of Central Presbyterian Church, whether this Pastor is officiating or not. This will normally take place during initial meeting with the Pastor of Central Presbyterian Church.

### **IV. MUSIC AND SOUND SYSTEM**

Music is an integral part of this service of worship. Thus music that is appropriate for a public service of worship is appropriate for your wedding. The Session of Central Presbyterian Church expects that only sacred music be used for weddings. Normally, wedding music service and sound system attendant will be provided by Central Presbyterian Church. The wedding party may provide an outside organist or musician, as approved by the Director of Music, Central Presbyterian Church, to perform music services; however, CPC's Director of Music and CPC's sound system attendant must be on duty. This person will be required to meet with the organist at CPC at least 2 weeks in advance of the wedding.

The Central Presbyterian Church organist will assist you in choosing music and give you a list of music and make suggestions for this part of the service.

## **V.**

In addition to the Pastor and Organist, other members of the Central Presbyterian Church staff will be happy to assist you in any way possible. The number to call is 432-0591 or 432-7206.

## **VI. FACILITIES**

The Sanctuary and the Chapel are available for weddings. Bellingrath Hall and the Church Parlor are available for receptions. Security for the parking lot can be provided for 5 hours any additional time will be at your expense.

Please complete the attached WEDDING INFORMATION REQUEST and return it to the church office as soon as possible. The staff must make sure that the facilities are available, and the Session must approve your request for it to be honored. The church's wedding coordinator will inform you as soon as these routines have occurred.

## **VII. BLACKOUT DATES**

On the following dates the church will normally be considered unavailable for weddings.

These are:

- (1) New Year's Eve and New Year's Day
- (2) The weekends of Palm Sunday through Resurrection Sunday (Easter)
- (3) Thanksgiving holiday (Wednesday through Sunday)
- (4) Two (2) weekends prior to Christmas Eve, Christmas Eve and Christmas

## **VIII. DECORATIONS**

Aisle Runners: 44 ½ feet long

Flowers: Two arrangements maybe used along with greenery

Candles: Candles are limited to the candelabra in the sanctuary

Unity Candle: The family is responsible for providing the Unity Candle and stand

Attachments: No tacks, nails or other such items are to be used

No arches will be used in the sanctuary

## **IX. CHANCEL FURNITURE**

The Communion Table and Baptismal Font may not be moved. These are important symbols reminding us of the sacramental nature of your wedding ceremony in light of it being a Christian service in a Reformed place of worship. See below for an explanation.

## **X. APPROPRIATE SYMBOLS FOR A CHRISTIAN WEDDING**

It is important to bear in mind that your wedding ceremony is taking place within a Reformed sanctuary, and that it is a service of worship within this setting. During worship in a Reformed setting, two Sacraments are constant reminders of our relationship to Jesus Christ whether we are practicing these Sacraments during a particular worship service or not.

The Communion Table provides a constant reminder that through Jesus Christ's death we are assured a relationship with God. His blood that was shed on the cross is the means whereby we receive eternal life through the forgiveness of our sins. Communion is the sign and seal of our reconciliation with God. The Baptism Font provides a constant reminder that the source of our purity before God is Jesus Christ. It is the sign and seal of our covenantal relationship with God through Jesus Christ.

The Unity Candle is an appropriate, but not mandatory, symbol of Christ's present within a Christian marriage. In Genesis 2:24 we read that "a man will leave his father and mother and be united to his wife, and they will become one flesh" (NIV). If you decide to include this as a part of your wedding ceremony you will provide the Unity Candle and stand. To either side of your Unity Candle will be two candles, each representing the husband and wife. Each person will light the Unity Candle from their own candle, but will not extinguish their own candle.. In a Christian marriage your individuality is not destroyed, but made complete in your union with one another as Christ as the center of your marriage.

If you desire to have Communion as a part of your wedding you must coordinate this with the Pastor CPC

## **XI. VIDEO AND STILL PHOTOGRAPHY**

No photographs are permitted during the ceremony

Videotaping is permitted only from the Balcony

End pre-wedding photography sessions thirty minutes before the wedding

## **XII. THE WEDDING COORDINATORS**

The Wedding Coordinators of Central Presbyterian Church will perform the services of wedding director for CPC. It is not expected that the committee members be included in rehearsal dinners, parties, etc.

The Pastor has total responsibility and authority for the wedding ceremony. The Wedding Coordinators will assist the Pastor in maintaining the guidelines and traditions of Central Presbyterian Church

Your consultant *must* meet with the church's Wedding Coordinator representative to ensure that she or he will understand and adhere to this Wedding Police in full. Our wedding coordinator will take your remarks and wishes, **but she has the final say, and has the responsibility of directing the wedding.**

As soon as the date for the wedding has been set, call the Wedding Coordinator (342-7206) to schedule an appointment to discuss plans for your wedding.

### **XIII. RECEPTION**

Decorations in Bellingrath Hall or Parlor

All arrangements must be free standing or on tables

Nothing is to be attached to the stage curtains

CPC's kitchen is a warming kitchen only therefore not available for food preparation.

There will be no hanging of spot lights from the ceiling.

Other Matters

Caterers should contact the Wedding Coordinator (342-7206) for instructions

Alcoholic beverages are permitted in Bellingrath Hall or Parlor for receptions, Alabama laws for alcohol being the Bride and Grooms responsibility not CPC.

Use of a licensed and insured caterer (general liability and liquor liability Insurance ) for private social events (no selling or admission charge)

Smoking is not permitted anywhere in Central Presbyterian Church

The throwing of rice is not permitted. Birdseed may be thrown outdoors.

Receptions will be limited to 3 hours.

### **XIV. ADDITIONAL NOTE ABOUT DECORATION AND CLEANUP**

Please call the Wedding Coordinator (342-7206) to schedule a time for decorating for your reception in Bellingrath Hall or Parlor.

In making your plans, CPC allows one hour for rehearsal. Please have your people at CPC promptly and leave promptly.

Clean up must be done on day of wedding. All decorations, flowers and pew decorations must be removed from the church on day of wedding. Central's cleaning personnel are not prepared to dismantle and dispose of these items unless they are hired separately to do so. Prior arrangements must be made for removing extra tables, chairs and decorations after the reception in Bellingrath Hall or Parlor.

**NOTE:** As soon as the date for the wedding is set, call the Wedding Coordinator (342-7206) so that you can schedule a meeting to discuss decorations and other details, including scheduling time for decorating. **Central Presbyterian Church is not responsible for items left at the church after the wedding.**

## **XV. FEES**

Wedding fees are payable to Central Presbyterian ( on the For line of the check write who's wedding). **They are to be paid no later than two (2) weeks before the date of the wedding rehearsal.**

### **Members of Central Presbyterian Church**

Wedding in Sanctuary no reception	\$ 1,500.00
Wedding and Reception	\$ 2,000.00

### **Nonmember of Central Presbyterian Church**

Wedding in Sanctuary no reception	\$ 2,000.00
Wedding and Reception at church	\$ 2,500.00

## **RECEPTION ONLY**

<u>Use Bellingrath Hall only</u>	\$1500.00
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**Minister's Fee:** An honorarium is at your discretion..

**NOTE:** Fees for the wedding include fees for the Wedding Committee, Director of Music, the Sound system attendant and cleaning personnel. Also included is a fee for a security guard in the parking lot for two hours for rehearsal and *three hours* on the day of the

wedding. **(The family will be responsible for any additional time for the security guard).**  
**Please bring particular needs to the attention of your wedding committee representative.**

## **XVI. CHECKLIST**

\_\_\_\_\_ Complete the Wedding Information Request form and return within 3 weeks after receiving the packet.

\_\_\_\_\_ The Pastor will meet with Session to approve your wedding plans

\_\_\_\_\_ You will receive a call from your wedding coordinator representative to proceed with your wedding plans

\_\_\_\_\_ Once your date has been approved a deposit of \$200.00 will be required to hold your date for the wedding

\_\_\_\_\_ Make an appointment with the Pastor after the request is approved to confirm rehearsal and wedding dates





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1260 Dauphin Street  
Mobile, AL 36604  
(251) 432-0591  
Fax: (251) 432-0592

Date of Wedding (month/day/year) \_\_\_\_\_  
Name of Bride \_\_\_\_\_  
Name of Groom \_\_\_\_\_

**WEDDING INFORMATION REQUEST**  
**(Bride and Groom should complete this form and return for approval)**

Name of Bride: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Member of Central?  Yes  No If no, what denomination? \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Phone: \_\_\_\_\_

Grandparents Names: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Member of Central?  Yes  No If no, what denomination? \_\_\_\_\_

Parents Name: \_\_\_\_\_

Grandparents Names: \_\_\_\_\_

Minister to perform ceremony: \_\_\_\_\_

If not the minister at Central, what church? \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

We plan to use  Sanctuary (seats 750)  Chapel (Seats 100)

Name of Organist: \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Vocalist and/or Instrumentalist: \_\_\_\_\_ Telephone \_\_\_\_\_

Reception: in Bellingrath Hall at Central Church  Yes  No

If at Central, Caterer's Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Florist for Wedding: \_\_\_\_\_ Telephone \_\_\_\_\_

Disposal of Wedding Flowers:  
 Leave for Church  Take for the Family

Wedding Consultant (if used) Name: \_\_\_\_\_

Telephone \_\_\_\_\_



Number of People in Wedding Party: \_\_\_\_\_

List order of attendants during ceremony:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of Ushers: \_\_\_\_\_

Will you use a:      Unity Candle: \_\_\_\_\_ Ring bearer: \_\_\_\_\_ Flower girl: \_\_\_\_\_  
                            Candle Lighter: \_\_\_\_\_

We understand that all fees are to be paid no later than two (2) weeks before the rehearsal.

We have read the Wedding Policy and will abide by it.

\_\_\_\_\_  
Bride  
Date \_\_\_\_\_

\_\_\_\_\_  
Groom  
Date \_\_\_\_\_

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date of Approval

Approved by Session on \_\_\_\_\_  
  Date                                      Clerk

