

WEDDING GUIDELINES

YOUR WEDDING AT NEW PROVIDENCE PRESBYTERIAN CHURCH

We're pleased that you have chosen New Providence Presbyterian Church as the setting for your wedding and are eager to assist you in prayerfully planning this very meaningful and memorable time as you start your married life together.

A church wedding is a service of worship in which a Christian commitment is made. Because the marriage service is an extension of the worshiping life of the congregation, weddings will ordinarily be performed for church members only.

There is a wealth of information here to help you as you plan your wedding. Please take time to read it carefully and share with your family and vendors. It will help you make your very special day go smoother.

THE WEDDING SERVICE

God gave us marriage for the full expression of the love between two people. In marriage two people give themselves to each other with affection and tenderness. God gave us marriage for the well-being of human society and for the ordering of family life. God gave us marriage as a holy mystery in which two people are joined together and become one, just as Christ is one with the church. In marriage, two people are called to a new way of life, created, ordered, and blessed by God. In a service of Christian marriage a lifelong commitment is made by two people to each other, publicly witnessed and acknowledged by the community of faith. This way of life must not be entered into carelessly or from selfish motives, but responsibly and prayerfully.

These are sentences adapted from the *Book of Common Worship* and the *Book of Order* of the Presbyterian Church (USA). They assist our understanding of what Christian marriage is about.

OFFICIATING PASTOR

A pastor of this congregation shall serve as the primary officiant at the wedding ceremony. For special reasons, another pastor may be invited to participate in the service. Please make this request in advance because the New Providence officiating pastor will extend the invitation to the guest minister.

PLANNING THE WEDDING

To have your wedding at New Providence Presbyterian Church, the following steps need to be taken:

- Request the date and time for the wedding with the officiating pastor* who will then confirm with the information coordinator, church organist and wedding assistant.
- Contact the Presbyterian Women's Reception Committee* if they are being asked to assist with the reception.
- Contact the officiating pastor* to schedule pre-marital counseling.
- Finalize wedding music one month prior to the wedding.
- Contact the wedding assistant** 4-6 weeks prior to the wedding.
- Complete the appropriate forms in the Wedding Packet and return to the Information Coordinator.
- Contact the Information Coordinator one month prior to the wedding to confirm all wedding fees.
- Pay all wedding fees 10 business days prior to the wedding.

* All phone numbers are located in the Wedding Packet provided with these guidelines.

** New Providence provides a wedding assistant who is a member of our church and who will be present at both the rehearsal and wedding. The wedding assistant will generally coordinate the wedding rehearsal and wedding service including being available to answer questions, assist in starting members of the wedding party down the aisle, and pin on corsages or boutonnieres. It is customary to invite the wedding assistant to the rehearsal dinner so that she may get to know the wedding party better.

While the wedding couple may choose to contract with a 'bridal consultant' to handle various details, the direction of the wedding rehearsal and the wedding is entirely under the supervision of the pastor and the New Providence wedding assistant. Please be sure that any consultants are aware of this requirement.

PREMARITAL COUNSELING

Because we believe that your marriage will be enhanced and the ceremony made more meaningful with thoughtful counseling and preparation, our minister will provide for discussion with the couple concerning the following topics in pre-marital counseling sessions:

- The privileges and responsibilities of Christian marriage
- The nature and form of the marriage service
- The vows and commitments the couple will be asked to make
- The relationship of these commitments to their lives of discipleship
- The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments

Together with the pastor, couples will discuss their strengths and growth areas as they prepare for marriage. They will practice in areas such as couple communication, reflective listening, conflict resolution and financial planning. It is your responsibility to make an appointment with the officiating minister to begin the counseling process.

MUSIC

Music is a beautiful and meaningful part of the marriage ceremony. We are eager to assist you in providing appropriate music of high quality for your wedding.

It is expected that the music to be sung or played will be appropriate to the sacred nature of the wedding service of worship and that reverence and discretion will be the principal guidelines.

As stated in the Directory for Worship: Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. Secular love songs, popular songs and show tunes may be appropriate for the reception and other wedding social events, but they are generally not appropriate at the wedding ceremony. The officiating minister will make final approval of all music.

The organist of the church will play for all weddings in the church or suggest a substitute if there is a scheduling conflict.

If you wish to use a specific soloist, this request must be listed on the General Information form in the Wedding Packet. This person must contact the organist as soon as possible to discuss the rehearsal time and choice of music.

The service will be recorded by a New Providence audio technician. Please contact the Information Coordinator if you wish to have a copy.

FACILITIES

- The sanctuary seats 600 people (500 on the main floor) and is air conditioned.
- All areas of the church facility are handicap accessible.
- The church will be available (unlocked, custodian on duty) two hours prior to the scheduled time of the service. Any requests to use the facility prior to that time will involve an additional fee and must be made well in advance through the Information Coordinator.
- Dressing rooms are available for each partner and his/her attendants.
- Sanctuary decorations may not be removed for any reason. We will do everything possible to maintain a worshipful space for your wedding.
- No decorations are to be hung from the ceilings, curtains, walls or light fixtures in any part of the building.
- Childcare can be made available during your wedding if you choose to provide this service for your guests.
- The couple may wish to receive guests in the church Narthex, the Atrium, on the church lawn, or in Westminster Hall, if the reception is held at New Providence. Those arrangements will be decided and planned along with reception details.
- Rice or confetti cannot be thrown at the wedding ceremony; bubbles, birdseed or wheat may be used outside the building only.
- Food and drink are allowed only in Westminster Hall.
- Alcoholic beverages and narcotic substances may not be brought into or served on the church premises at any time.
- Our church is a smoke-free environment. Smoking is permitted only outside the building in designated smoking areas away from entrances.
- The church custodian will do all necessary clean-up and lock the church after the service and reception.
- Facilities and equipment will be checked following use, and the cost of damages must be reimbursed.
- All wedding activities must conclude and all parties involved including wedding party, guests and caterer must depart by 9:00 p.m.
- Any request for use of facilities not specifically listed in this brochure must be made to the Information Coordinator who will submit the request to the appropriate committee for consideration.
- There are specific fees for the use of the church facilities and the services of the staff. All fees are due and payable 10 business days prior to the date of the rehearsal. Payment of all fees is by check to New Providence Presbyterian Church. The fee schedule is included with this booklet.

FLOWERS AND DECORATIONS

Flowers, decorations and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. ~ Directory for Worship, PC(USA)

- The florist should deliver all flowers to the church and place them in the room(s) agreed upon by the church and the couple.
- If flowers are to be delivered prior to the day of the wedding, the church must be notified of the delivery date and time. On the day of the wedding, deliveries are to be made two hours prior to the scheduled time of the service.
- All floral arrangements must be in place one hour before the ceremony.

- It is customary to place floral arrangements in the chancel area. Additional arrangements, if agreed to in advance, may be used with discretion, however, flowers are not to be placed on the communion table.
- If pew flowers or ribbons are used, they may be fastened by ribbon or plastic holders over the ends of the pews. No tape, tacks, pins, or nails may be used.
- Only dripless candles will be used in the seven-branch candelabra or the three-branch unity candleholder. Dripless candles for the seven-branch candelabra will be provided with the candelabra, but the wedding party must provide a dripless candle for the unity candle.
- The florist or a family representative should remove decorations promptly following the wedding and picture-taking.
- If you wish to leave the flowers used on the Chancel for the Sunday service, please indicate this on the General Information Form or inform the Information Coordinator as soon as possible. A Calendar for Chancel flowers is kept at the church and the Sunday following the wedding date can be reserved if not already scheduled.

PHOTOGRAPHY AND RECORDING DURING THE CEREMONY

It is recommended that the couple secure the services of a photographer who can handle the picture-taking efficiently and quickly. Please notify the photographer that photographs can only be taken from the balcony during the ceremony. The ceremony is a service of worship, and there should be no moving around in the Sanctuary during that time

Videotaping is permitted only from the balcony or from an unmanned camera in the choir loft. A flash photograph of the couple recessing is permitted from the Narthex door. Pictures of the bride and her father are taken only in the Narthex, not the church aisle.

If the services of a photographer are used, it is the responsibility of the couple to ensure that person is aware of these guidelines and to inform guests that photography and videos are not appropriate during the ceremony.

MARRIAGE LICENSE

The couple will bring the marriage license to the rehearsal.

REHEARSAL

A date and time for the rehearsal will be arranged with the pastor when setting the date and time for the wedding. A rehearsal is necessary except for small, informal weddings. Instructions to the ushers and wedding party will be given at the rehearsal. The rehearsal will give your wedding party a feeling of confidence and security in knowing what they are to do at the ceremony. It is important that all members of the wedding party be present and on time to participate in the rehearsal. Please allow one hour for the rehearsal.

YOUR RECEPTION AT NEW PROVIDENCE

If you choose to have your reception at the church, the Presbyterian Women's Reception Committee is available to manage the reception or you may use an outside caterer.

PRESBYTERIAN WOMEN'S RECEPTION COMMITTEE

The Presbyterian Women's Reception Committee will provide the following services:

- Set tables with cloths and serving pieces
- Make punch (with ingredients provided by the wedding party)
- Serve tables

- Fill punch bowls
- Remove plates
- Clean up and contact dishwashing personnel; however, the committee does NOT provide clean-up for a meal

The Reception Committee can provide:

- Tablecloths
- Candelabra
- Punch bowl
- Dessert forks, plates and cups
- Silver service for coffee/tea
- Serving platters and compotes

The wedding couple is responsible for furnishing:

- Small napkins for the reception table
- Centerpiece for the reception
- Candles for the reception table
- Wedding cake
- Decoration for cake knife
- Ingredients for punch
- One or two people to act as host
- Two people at the punch table
- Two people at each cake table
- One person at the guest book

OUTSIDE CATERER

If you choose to use an outside caterer, the kitchen can be used for food arrangement and warmers may be used if needed. However, no cooking is allowed, and caterer’s dishes may not be washed in the kitchen.

If the caterer provides all supplies, a member of the Reception Committee will be present at no charge. If the caterer wishes to use the Presbyterian Women’s Reception Committee supplies, a fee of \$75 will be required.

RECEPTION FEES

- A flat fee of \$150.00. \$100 of this fee is non-refundable if the wedding is cancelled within 30 days of the scheduled date.
- A \$50 refundable damage deposit
- \$1.00 per person charge for each guest, regardless of number (Payable to the Presbyterian Women of the Church or PWC)
- \$20/hour if a dishwasher is needed

Reception space

Westminster Hall (up to 6 hours) \$150.00

- \$17.50/hour over 6 hours

Westminster Hall kitchen (up to 10 hours) \$175.00

- \$17.50/hour over 10 hours

Note: No cooking in the kitchen; food arrangement only

If the women's reception services are requested, the appropriate forms found in the Wedding Packet must be completed and returned to the church office at least 30 days prior to the wedding. The couple should keep the Presbyterian Women's Reception Committee informed of all requests and changes.

AFTER THE WEDDING

We ask that your flowers, decorations, and personal items be removed from the church as soon as possible after your ceremony.

WEDDING FEES

The following fees are designed to offset the church's personnel and other costs incurred for planning, set up, cleaning and related activities.

Wedding and rehearsal in sanctuary	\$225.00 *
• Sanctuary (including rehearsal)	
• Parlor or dressing room in the Narthex	
• Room for attendants	

This fee includes the use of:

- Seven-branch candelabra
Four candelabras are available and dripless candles are provided
- Three branch unity candleholder
Dripless unity candle to be provided by the wedding couple, dripless side candles are provided
- Brass candle lighters
- Kneeling bench

Refundable damage deposit	\$100
Pastor honorarium	\$___
Suggested honorarium to Organist/Pianist	\$250
Suggested honorarium to Wedding Assistant	\$175

Child care is \$10/hour per child care worker (In order to stay within the Child Protection Policy guidelines, there will be two caregivers for up to 8 children and three caregivers for more than 8 children).

Please note:

- Facilities and items that will be used must be listed on the General Information Form found in the Wedding Packet and any changes communicated to the Information Coordinator a minimum of 10 business days prior to the wedding.
- Couples are requested to contact the Information Coordinator at least one month prior to the wedding to confirm a billing statement.
- Checks for the pastor's honorarium and fees for the organist and wedding assistant are made out to those people individually.
- A check for all other fees will be payable to New Providence Presbyterian Church no later than 10 business days before the wedding.
- New Providence reserves the right to adjust fees based on the size and/or needs of your wedding.

*Our staff and facilities are here to help make your wedding a joyful occasion.
We ask that you, your families, and guests respect the guidelines in this booklet.
If you have questions or concerns, we will be happy to discuss them with you well in advance of the
wedding day. Our best wishes go with you for a long and happy marriage!*

Approved by Session 08/18/15