

WESTMINSTER PRESBYTERIAN CHURCH

1904 Mount Vernon Street
Waynesboro, Virginia 22980
540-942-1145
www.wp-church.com

WEDDING POLICY

Now faith, hope, and love abide, these three; and the greatest of these is love. 1 Corinthians 13:13

THE CHURCH STAFF

Pastor Rev. April H. Cranford
Director of Music Bettie Tindall
Organist..... Sue Wright
Administrative Assistant..... Robin Pfeifer
Nursery Attendant..... Erin Spencer
Director of Christian Education John Tindall
Custodian Doris Lunsford
Worship Leader Scott Russell
Finance Assistant Wes Bush

YOUR WEDDING

"Marriage is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ, and so to be held in honor among all people." So states the Presbyterian Wedding Service. It serves as a reminder that although marriage has its civil and social implications, the wedding service itself is essentially an experience of worship.

Your wedding will be one of those very special events in your life. It comes as a culmination of dreams and a commencement of hopes. It is our desire that your wedding -- in its preparation, its conduct, and its memories -- will remain with you as a beautiful and significant occasion in your life together.

Weddings need not be elaborate to be beautiful. The special beauty of your wedding service will come from the sincerity you bring to it, the affection you share in it, and the commitment you freely express in it.

A wedding is brief. A marriage lasts a lifetime. The beauty of your marriage lies in your own hands...and in God's.

We are eager to work with you in your wedding plans and to support you in your marriage experience. We pray God's blessing upon you and the home you are establishing.

The following policies are provided for your guidance. We trust they will prove to be helpful in planning for your wedding.

PERMISSION TO MARRY AT WESTMINSTER PRESBYTERIAN CHURCH

1. A couple desiring to have a wedding at Westminster Presbyterian Church should first read this Wedding Policy. Then, they must complete the Application Form in the Policy and return it to the church office along with a \$100 deposit.
2. The Worship Ministry will review the Application Form for completeness and forward it to Session for review.
3. The Session of Westminster Presbyterian Church can accept or decline the wedding request.
 - a. To be married at Westminster Presbyterian Church, at least one of the persons to be married must be baptized.
 - b. Generally, weddings are restricted to members of the congregation or children or grandchildren of members of the congregation, although Session may consider the wedding of non-members.
 - c. The session will consider the request for the wedding at Westminster Presbyterian Church by the couple through discernment of the Holy Spirit and their understanding of the Word of God.
4. The Pastor of Westminster Presbyterian Church will contact the couple with the decision. If approved, the first premarital counseling session is set up.
5. The couple will have three premarital counseling sessions that include reading a book on marriage together, attending a counseling session at Valley Pastoral Counseling Center, and dinner with the Pastor (and possibly the pastor's family or guests) to plan the service.

Session of Westminster Presbyterian Church.

CONCERNING CHURCH PREPARATIONS

1. Before announcing the date of your marriage, please consult with your minister to see if the time will be mutually acceptable. Normally this should be done at least three months in advance.

The minister will request the church secretary to mark the church calendar for your rehearsal and wedding. The minister will also make an appointment for counseling concerning plans for the marriage. Should you desire to have another minister officiate or assist, he/she must be invited to do so by the minister of Westminster church. A visiting minister conducting a wedding in Westminster must be approved by the Session, bonded in the state of Virginia and must follow the guidelines presented in this wedding manual.

2. The Music Director should be contacted when your wedding date is placed on the calendar. A consultation date should be set and at that time the music selection for your wedding should be set. The Music Director will be happy to help you select appropriate music and provide guidance for any soloists that you may wish to use. The organist at Westminster is usually the organist for all weddings held at the church. Should you desire another organist, he/she must be cleared through the Music Director. The Music Director is responsible for the organs and their condition, and must approve all players. If necessary, the Music Director will set a time to meet with your organist and go over the workings of the instrument with him/her.

CONCERNING CIVIL PREPARATIONS

1. You may secure a marriage license from the Waynesboro City Clerk's office, The City Building, 250 South Wayne Avenue, Waynesboro, Virginia, phone number 942-6616. There is a charge for the license.
2. Those getting married must meet the age requirement for the state of Virginia.
3. There is no waiting period; however, once the license is secured it is good for 60 days before expiring. Note: If for some reason the license is not used in the 60-day period, it is to be returned to the clerk's office immediately.
4. The wedding service need not be held in the same county in which the marriage license was obtained.
5. Please leave your marriage license with the Minister when you get it, or at least no later than your rehearsal. It is the responsibility of the minister to return your license to the Clerk of Court.

CONCERNING THE CEREMONY

1. According to the Presbyterian Directory for Worship, W-4.9003, the marriage service is under the direction of the minister and the supervision of the session. The minister will be glad to work with the person you choose as wedding consultant..
2. Every effort will be made to cooperate with the marriage party in planning the service so that it reflects their personal desires and is appropriate to the experience of worship in the Presbyterian church.
3. Examples of elements which may be included with a view to "personalizing" the service are:
 - Selections of appropriate Scripture passages.
 - Use of congregational hymns.
 - Use of poetry and special music selections.
 - Any music which is part of the body of the ceremony must be Christian music.

The minister will be happy to assist any couple desiring to express themselves personally through the thoughtful preparations of certain parts of the service, such as special symbols, marriage vows, prayers, etc.

4. If the Lord's Supper is observed it is an act of corporate worship and must be approved by session. Everyone is invited to participate.

CONCERNING DECORATIONS

1. Flowers may be placed in a vase or vases supplied by the church. A liner must be used in the vases. They may be put on the communion table or on stands provided by the church. Please advise the minister regarding the disposition of flowers after the ceremony. (Note: Please be sure that no tacks, nails, or adhesives are used; that dripless candles are used, and a protective cover is placed under any candelabra; and that decorations and mechanics are removed by the florist or the family prior to the next scheduled use of the building.)
2. Candelabra may be used in the chancel and in the front nave. Use of candelabra along the side is discouraged due to the narrowness of the aisle.

CONCERNING PHOTOGRAPHS

Flash pictures may be taken from the center aisle during the Processional and Recessional. Time exposure and video recordings made from the balcony during the service are also permitted. No flash pictures or artificial lighting will be allowed during the service, and the photographer should not be in view while the service is in progress. Guests should be told "no pictures during the service". If you have a wedding program please make a note of this.

CONCERNING SANCTUARY USE

The Communion Table and Baptismal Font are not to be moved with the following exception. The Communion Table may be moved back towards the choir loft and the Font may be moved to one side of the sanctuary. Also, the flags are not to be moved; and items in the Narthex are not to be moved as well.

CONCERNING RECEPTIONS

Church facilities may be used for wedding receptions. Request for such space should be made as early as possible through the church office.

1. The couple is responsible for securing their own catering service if used. Any such service, whether professional or personal, will be expected to set up and clean up. The dishwasher and coffee maker are not available for use.
2. No alcoholic beverages will be served in or around the church facilities.
3. The throwing of bird seed is allowed on church grounds but not in the church building. Any other substance, such as rice or confetti, is not to be used. All seed is to be swept from walks and steps.
4. Some equipment is available through the church kitchen for church members only. Confer with the church office on arrangements for sign-out and use.

STAFF WEDDING RESPONSIBILITIES

MINISTER: The honorarium (for members) and the fee (for non-members) for the minister includes three pre-marital counseling sessions (one hour each), the wedding and rehearsal, communication with the couple and prep for each of these events which includes a meditation/homily.

ORGANIST: The organist fee includes consultation services, wedding music and rehearsal, and rehearsal time.

SOUND OPERATOR: The presence of a trained sound operator will be required if the sound system is used for a function. Only people designated by Westminster will be allowed to operate the sound system.

FACILITY CARETAKER: A facility caretaker will be assigned to your group by the church office. The caretaker will be present during all use of the facility. A caretaker will not be required for a member of the church that is familiar with all facilities of the church.

CUSTODIAN: The facility will be cleaned before the ceremony. Please make every effort to leave the building in the same condition as before the ceremony.

DOCUMENTS: Please complete the Wedding Information and Facilities Use Application and send to the church office along with security deposit. It will then be submitted to session for approval. Note: For non-members, the church will not schedule anything sooner than 10 months of the date chosen. This is to allow Westminster families priority in scheduling.

FEES: All fees must be received by the church no later than **ten (10) days** prior to use of the facilities. Keys needed must be signed out during office hours:
Monday 8:30-12:30; Tuesday-Wednesday 8:30-2:30; Thursday 8:30-4:30.
Upon the return of the keys, the Key Deposit will be refunded.

Adopted June 18, 1991

Revised August 22, 1995

Revised November 10, 1998

Revised September 2002

Revised January 2008

Revised December 2010

Revised February 24, 2012

Revised, July 6, 2016 (updates to staff, fees and the word "inactive" changed to "other" only)

Revised and Approved by Worship Ministry and Session on April 25, 2017

WEDDING INFORMATION AND FACILITIES USE APPLICATION FORM

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Couple's Name and Contact

Name: _____ Phone #: _____

Name: _____ Phone #: _____

New Address for Couple after wedding (if known):

Pastor(s) participating and their role(s):

Name: _____ Role: _____

Name: _____ Role: _____

Organist: _____ **Pianist:** _____

Other Musicians/Soloists: _____

Sound Technician: _____ **Facility Coordinator:** _____

STAFF & PROPERTY FEES	ACTIVE MEMBERS	NON-MEMBERS
Pastor	Honorarium	\$300.00
Organist	\$200.00	\$200.00
Sound Operator	\$100.00	\$100.00
Facility Caretaker	N/A	\$200.00
Custodian	\$100 Sanctuary or Chapel +\$100 for additional space Sanctuary/Chapel/Social Hall	\$100 Sanctuary or Chapel +\$100 for additional space Sanctuary/Chapel/Social Hall
Refundable Key Deposit	\$ 10.00	N/A
Chapel Only	No Charge	\$150.00
Sanctuary Only	No Charge	\$300.00
Social Hall Only	No Charge	\$250.00
Chapel & Social Hall	No Charge	\$350.00
Sanctuary & Social Hall	No Charge	\$400.00
	Total	
	Security Deposit	<u>\$100.00</u>
Remaining Total due	10 days prior to Rehearsal	

We agree to abide by the wedding policy, be responsible for any damage that may occur as a result of our use of the facilities and pay the required fees.

Couple's Signatures: _____ Date: _____

_____ Date: _____

Date Approved by Session: _____ Clerk of Session: _____