



Peoples Presbyterian Church

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WEDDING GUIDELINES

We at Peoples Presbyterian Church take the sacrament of marriage very seriously. We understand it as one of the great mysteries of God. A wedding is not just a ceremony, but the uniting together of two people as one by the power of God. Marriage is an act of wholeness. Each of us finds mutual fulfillment in the partner we choose to marry.

A Christian wedding is a holy covenant, and should be respectfully treated like other worship services. Like all true worship experiences, it is not to be a private affair, but a public ceremony. We should want the world to know, just as we should boldly acknowledge our relationship to Christ.

A Christian wedding is a worship service which focuses upon marriage as a gift of God and an expression of the Christian life. The marriage ceremony, music, and decorations should be appropriate to a place of worship and should reflect the integrity and simplicity of Christian living.

We at Peoples Presbyterian Church encourage couples to be married in our church, and we will work to help make the wedding day very special for all concerned. We only ask that those coming here to be married take the church's policies and procedures seriously, and respect our position on the requirements of premarital counseling and the other guidelines that follow.

If you have any questions, please feel free to call the church office or the Pastor.



GUIDELINES - PERSONNEL

PASTOR - All arrangements for weddings, either of church members or non-members, whether in the church or at an alternate location, shall be made through the Pastor of Peoples Presbyterian Church (PPC). If the couple wishes to have another minister share in the wedding ceremony, they should discuss it with the PPC Pastor. The PPC Pastor is the only person who can extend the invitation to another minister.

SANCTUARY – The seating capacity of the Sanctuary is a maximum of 260 (including the chancel area). Pews may seat 200 comfortably.

ORGANIST - The regular Organist at PPC shall have the option of playing for weddings at the church, and may be retained for weddings at other locations. If the regular PPC Organist is not available or declines the request, the Organist or Pastor may then suggest other organists who are familiar with the PPC organ, and who may be contacted by the bridal couple. The Organist will assist with the rehearsal, as well as on the day of the wedding.

WEDDING COORDINATOR - A PPC Wedding Coordinator is required for all weddings in the church, and may be retained for weddings at other locations. The main function of the Wedding Coordinator is to assist the Pastor, since he/she cannot lead the rehearsal/wedding ceremony at the front of the sanctuary and coordinate the wedding party in the narthex at the same time. The Pastor has a list of those who are available for this service. The Coordinator will assist with the rehearsal, as well as on the day of the wedding.

PHOTOGRAPHER - In order to maintain an atmosphere of respect and worship during the wedding, **flash photos are not permitted during the wedding ceremony**, either by guests or hired photographers. Flash photos are allowable as the wedding party processes into the sanctuary and as they recess out after the ceremony. During the service, the photographer may take non-flash photos from the back of the church and/or the balcony. Please share this information with family and friends. A notice in the wedding bulletin works well.

VIDEOGRAPHER - The church's video equipment is available for recording weddings, but may be operated only by trained PPC personnel. Upon request, the Pastor or Wedding Coordinator will assist in making arrangements with those who are trained to use the church's equipment. Other videographers may be retained by the bridal couple to record the wedding as long as they bring and use their own equipment. Since a wedding is a service of worship, videos and photography must be inconspicuous. Therefore, video recording of the wedding ceremony may be made only from the balcony and/or from the back of the sanctuary, and without extra lights.

GUIDELINES - GENERAL

SCHEDULING - Please discuss and schedule the dates for your wedding and rehearsal with the Pastor as early as possible, and then with all other participants. For your own protection, confirm the dates prior to announcing wedding plans and printing of invitations and/or announcements.

PREMARITAL COUNSELING - A minimum of 4 to 5 sessions will be held with the bridal couple and the Pastor prior to the time of the wedding. It is advisable that counseling sessions precede the announcement of the wedding plans. The premarital sessions are for the Pastor to seek awareness of the couple, to guide them to examine perhaps untouched parts of their lives, and to build a bond for the wedding and the future.

MUSIC - Music appropriate to a service of worship can enhance the reverence and joy of your wedding. This can include congregational hymns, or vocal or instrumental soloists. The use of additional musicians (vocal soloists, instrumentalists, etc.) is welcome, and must be coordinated with the Organist and the Pastor.

It is appropriate for the musicians to receive an honorarium for the rehearsal and wedding. This should be arranged with the individual musicians.

REHEARSAL - Weddings will be preceded by a rehearsal one or two evenings prior to the wedding date. Please allow 1-1/2 hours for the rehearsal. Consult with the Pastor regarding the date and time of the rehearsal. Be sure to confirm with the wedding party, parents, Organist, Wedding Coordinator, musicians, and any other participants. Please be sure ALL those involved in the wedding are present and on time. The PPC Pastor will be in charge of the rehearsal, and will instruct and work with the wedding party in the details of the ceremony.

BRIDE'S DRESSING ROOM - There is a mirrored room at the church which may be used as a dressing room for the bride and her attendants prior to the wedding. Arrangements for use of this room should be made with the Pastor, so that it is prepared and ready. **We do not have special dressing room facilities for the groom and his attendants.**

GROOM and GROOMSMEN - Since traditionally the bride and groom do not see each other until the bride's entrance into the sanctuary, the groom and best man may wait in the Pastor's study until it is time to proceed to the sanctuary for the wedding ceremony.

RECEPTION FACILITIES - The fellowship hall of the church is available for receptions. Food may be catered, and the kitchen is available for the caterer to use in last-minute preparations. Arrangements should be made with the Pastor.

GUIDELINES - GENERAL (Cont'd)

ALCOHOL / TOBACCO - In consideration of the sacred nature of Holy Matrimony, you are asked to abstain from the use of alcoholic beverages prior to the ceremony. Church policy does not permit the use of alcoholic beverages and tobacco products within the church building or on church property at any time.

DECORATIONS - The bridal couple is responsible for the decorating of the sanctuary (and fellowship hall if used for the reception), and for removing the decorations when the wedding (and reception) is over. Please do not use adhesives that will leave a sticky residue on pews or other furniture. The PPC Church Secretary should be notified ahead of time if you wish to leave a floral arrangement to be used at the next regular worship service. The Secretary and the Wedding Coordinator should be contacted regarding delivery of flowers, and entry to the church to decorate on the day of the wedding. The Church Secretary will arrange for changing of chancel hangings if necessary, will make sure candles are of good size, condition and appearance, and will arrange for the pew candle holders if they are to be used.

RICE - The throwing of rice is not compatible with church policy. Bird-seed, bubbles, or flower petals are acceptable.

CLEANUP - Please be sure that all clothing and personal items are removed from all rooms of the church after the wedding. You may wish to ask a friend or family member to be responsible for overseeing this task.

WEDDING COORDINATOR

The main purpose of the Wedding Coordinator is to assist the Pastor, since he/she cannot lead the rehearsal and wedding ceremony from the front of the sanctuary and coordinate the wedding party in the narthex at the same time. The Coordinator will attend and assist with the rehearsal as well as the wedding.

The Coordinator will assist the wedding party as needed, including:

- Making sure the church is unlocked for the bride's party to dress on the day of the wedding
- Instructing the persons responsible for lighting the candles.
- Instructing the ushers, including who seats parents and grandparents, and coordinating the seating of other relatives
- Arranging for distribution of personal flowers
- Helping arrange the order of the reception line
- Other items or questions as they arise
- Will make arrangements to secure the church building after everyone has left following the rehearsal and the wedding. (This may not be necessary if the custodian is already present in the building.)

When it is time for the ceremony to begin, the Coordinator will stand at the entrance to the sanctuary and assist the parents and wedding party with the order and timing of their entrances (a "procession director"). The goal is a smooth-flowing, well-organized wedding procession. If the bride's dress has a train, the Coordinator will see that it is straightened behind her when she enters the sanctuary.

Once the ceremony begins, the Coordinator will make sure the narthex is straightened and in order, ready for the reception line.

When the ceremony is over and the bride and groom have started back down the aisle, in some cases it may be helpful for the Coordinator to signal each set of attendants when they should start down the aisle, so the spacing will be even.

As soon as the wedding party and the parents have returned to the narthex, the Coordinator will assist with the formation of the reception line if there is to be one.

WEDDING EXPENSES

Reviewed and approved by Session, June 20, 2012

PERSONNEL

The following honoraria are applicable for both members and non-members, and include the rehearsal and the wedding ceremony unless otherwise noted.

All fees are to be paid at or before the time of the rehearsal.
Make check payable to the individual. The pastor will provide the names.

Pastor for Wedding (includes 4 - 5 premarital counseling visits and rehearsal)	\$300.00
Wedding Coordinator	\$100.00
Church Organist	\$150.00
Custodian	\$100.00
Video (optional) includes 1 copy.....	\$75.00

NOTE: The Pastor of Peoples Presbyterian Church may request that an on-line assessment be completed by the couple. The cost is \$30.00 and is payable through the website before completing the assessment.

BUILDING AND EQUIPMENT

Members - No fees will be assessed to members of Peoples Presbyterian Church or their immediate families for use of the church building and equipment for weddings, funerals, anniversaries or other functions of a religious nature.

<u>Non-members</u> -Sanctuary	\$300.00
Fellowship Hall and Kitchen	\$200.00
Lounge.....	\$50.00

NOTES:

If any fee is a burden upon the couple, please feel free to talk with the Pastor about it. We do not want our fees to be something which prevents a wedding in our building. Fees are set to compensate for costs, time and wear and tear.

For the purposes of Weddings, "**Members**" shall be considered to be the immediate family (parents, children, and grandchildren) of Members on the PPC Membership Rolls. All others shall be considered "**Non Members**".

It is appropriate for the couple to consider a donation to the ministry and work of PPC, but not required.