



## **Wedding Policy**

### **First Presbyterian Church**

1400 W. Riverside Avenue, Muncie IN 47303

Phone: 765-289-4431

## **To the Bride and Groom**

We are delighted that you are considering First Presbyterian Church for your wedding ceremony. This information is provided to answer many of the questions you may have about being married at First Presbyterian. Please review this booklet before you begin your planning. Once you have reviewed it, please contact the church office (765-289-4431) (office@firstpresmuncie.org) to ask any questions you may have or to schedule your wedding. Our main goal is for your wedding to go smoothly and be a pleasurable experience for everyone involved.

## **Christian Marriage**

You are about to make one of the most important commitments of your life. Marriage is your decision to share life with someone you love. Marriage is an exciting and an awesome covenant – “As long as we both shall live.” That is quite a promise.

In Christian marriage you make this covenant in the presence of God, not simply before your family and friends. In fact, in Christian marriage, God becomes a partner in the promise you make to each other. In Christian marriage your wedding is the beginning of something special. You are commencing the creation of a relationship without parallel in human experience. Thus, your marriage service itself is never the end, it is but the beginning. From your wedding day on, life becomes the adventure of two people becoming one. The good news is that God wants you two to discover life – “life in all its fullness.” (John 10:10) The ultimate goal of Christian marriage, to paraphrase a New Testament insight, is the creation of a family environment where the fruits of God's spirit become a reality: love, joy, peace, faithfulness, integrity, understanding, forgiveness, reconciliation.

Building a good Christian marriage is never automatic. It takes the loving skill of two people who are willing to work-and pray-and-play at it to keep it growing. All of us at First Presbyterian Church want to do all we can to help your dream become a reality in a growing marriage relationship. That is the reason for our Preparation Enrichment Premarital Conferences.

## **Setting the Date**

To reserve the date for your wedding, please call or email the church office (765-289-4431) (office@firstpresmuncie.org) to confirm availability. If available, that date will be reserved on our master calendar following pastoral approval and receipt of an initial deposit equal to the amount of the rental fee. This deposit must be received within 2 weeks of your request. **If the deposit is not received within this time frame, your date will be released and can be reserved by another party.** Please be sure to indicate your name and the wedding date with your deposit.

## **Selecting a Minister / Premarital Conferences**

The wedding shall be under the direction of the officiating minister. You may request the minister of your choice from the church staff, or one will be assigned to you on the basis of availability. Marriage ceremonies at First Presbyterian must be performed by one of the staff pastors. Visiting ministers, priests, or rabbis are welcome to assist in the ceremony, but the invitation must be issued by our minister. **It is your responsibility to contact one of our pastors at least 90 days before the wedding to schedule a premarital counseling session.** The number of sessions needed is determined by the minister.

## **The Marriage License**

The State of Indiana requires that any person authorized to officiate at a wedding be presented with a valid license before conducting a ceremony. The County Clerk of any Indiana county will issue a license. Call the clerk well in advance of the wedding date to check the hours when a license may be obtained and to learn what documents you will need to present to the clerk in order to obtain a license. If you live out of the State of Indiana, a letter from the officiating minister will need to be present to the clerk.

## **Your Wedding Service**

A wedding service is a worship service. The wedding service of the Presbyterian Church is one of the most beautiful marriage services in the English language, and it is the one ordinarily used in weddings at First Presbyterian Church.

As a worship service, the marriage ceremony is normally conducted in either the chapel or the sanctuary of the church. Everything done in the worship service is done with a sense of joy and reverence for God.

## **Some Suggestions Regarding Your Planning**

There will be many considerations to be met in planning your wedding. At times, some of the details may seem too weighty and may cause you to lose sight of the deeper meanings of your plans. May we suggest that you endeavor to come to the day of your wedding physically strong, spiritually alert, and genuinely concerned that the event be both beautiful and meaningful. We shall endeavor to do our part to assist you in your plans for your wedding.

## **Wedding Music**

You should consult with the organist soon after the wedding has been scheduled – this, to secure the services of the organist and to make plans for the music. Ordinarily, the church organist or his designee plays for all weddings. On occasion, couples will choose to have instrumental music other than organ music. In that event, you are responsible for engaging the musician or musicians.

In addition to organ music, some couples choose to engage a singer and, perhaps, another instrumentalist such as trumpeter or flutist. Normally, you should engage these musicians yourselves. If you need assistance, please ask our organist for suggestions. If a singer participates in the wedding, usually there are two songs presented – one during the prelude (perhaps at the seating of the mothers), and another at the time of the prayers. The singer or instrumentalist will practice with the organist usually immediately before or directly after the wedding rehearsal.

The organist needs to know whether you want the “traditional” wedding marches – the Mendelssohn and Wagner transcriptions. If these familiar pieces are desired, the organist will use the familiar “Here Comes the Bride” only for the entrance of the bride; another organ piece of festive character will be played for the bridesmaids. If, on the other hand, you do not wish to use these pieces at all, then the organist will select other appropriate literature for the processional and recessional. The organist is pleased to consider requests from the classical repertoire for the organ; however, please know that you do not have to feel obligated to provide “titles”. If you are not all that familiar with the music for the organ, the organist will select music which is upbeat, festive, and joyous. Because the organist is usually present at the rehearsal, you will have a chance to hear the organ music prior to the wedding.

Music from movie sound tracks, Broadway show tunes, and popular love ballads are not generally used in weddings at First Presbyterian Church. We would suggest that these songs, some of which, understandably, acquire a special significance for couples during their courtship, be presented at the reception – where they may be heard to fullest advantage – rather than at the wedding itself. However, we will be pleased to consider any song, however, old or modern, the text of which either is drawn from the Bible, or is appropriate for a Christian wedding ceremony.

As a reminder, it is your responsibility to secure the services of the organist; so please be sure to personally contact our organist, Peter Douglas, at 330-749-1624 or pdouglas.organist@gmail.com.

## **Photographs & Videos**

Since the wedding is a service of worship, flash photography is prohibited during the service by either professional photographers or guests of the bride and groom. The wedding couple is responsible for informing the photographer and guests of this guideline.

The photographer chosen by the bride and groom may take still photos, videotapes or movies from designated positions in the rear balcony, in the choir area, in the Narthex, and in the Chapel. The minister will explain the areas in detail. If you are plan to have your wedding videotaped, please call the church office for approval before you make a commitment with a video company or photographer.

Photographs may be taken before or after the ceremony. If taken before the ceremony, it is important that they be completed at least 30 minutes before the service since guests begin arriving by that time.

## **The Rehearsal**

The wedding rehearsal is directed by the minister in consultation with the bride and groom. The rehearsal is usually scheduled for 6:00 p.m. the evening preceding the day of the wedding. All members of the wedding party are requested to be in the Chapel or Sanctuary (wherever the wedding is to take place) promptly at the appointed hour, ready for rehearsal. An hour is usually needed.

The purpose is to fix all the details in your mind before the wedding so that you and the wedding party may conduct yourselves in the church with minimum confusion at the wedding itself. Detailed arrangements (such as instructions to the ushers, lighting of candles, seating of relatives, and many other matters which are part of a beautiful wedding ceremony) should be carefully planned in advance and worked out prior to the rehearsal.

## **Arrangement for Ushering & Candle Lighting Ushers**

Those who are serving as wedding ushers should be ready to begin seating guests thirty minutes prior to the start of the ceremony. They shall be responsible for greeting and seating the guests and family. Ushers will receive instructions for their duties, such as which family members and special guests are to be escorted to and from the Sanctuary or Chapel in assigned pews.

## **Ushering Details**

Please share the following information with those designated as ushers in order that your wedding service may proceed smoothly.

The ushers are responsible for lighting and extinguishing the candles used in the service. Chapel weddings only have 2 candles on the communion table. Sanctuary weddings may include candles at the ends of the aisles. Brass candle lighters, with additional tapers, are available for your use. Candles should be lit approximately thirty minutes before the start of the wedding and extinguished after the last guests have left the Chapel/Sanctuary.

The ushering task may be divided up as the bride and groom see fit. It is customary, however, to seat the bride's family and friends on the left side of the Chapel/Sanctuary. The front row is left for parents (second row in the event that the bridal party itself is seated during part of the service). The groom's parents should be escorted to their seats after all other wedding guests are seated – save for the bride's mother, who is escorted in just before the start of the processional.

The aisle runner for use in the Sanctuary is pulled out at the appointed hour as the signal for the service to begin.

## **Receiving Line**

The following is offered as a suggested diagram for the organization of the receiving line:

Mother of Bride  
Father of Groom  
Mother of Groom  
Father of Bride  
Bride and Groom  
Maid or Matron of Honor  
Bridesmaid  
Bridesmaid  
Bridesmaid

The receiving line may go from left to right or from right to left, depending on which is the more convenient arrangement of space allowance and "inflow" and "outgo". The orderly flow of traffic is of supreme importance at a wedding reception. The best man and the ushers are not a part of the receiving line.

## **Regulations for Wedding Receptions**

Wedding Receptions are normally held in the Fellowship Hall unless it is a very small wedding. There is a \$200.00 charge for the Fellowship Hall for Inactive members or Non-members. This charge covers the use of the reception area, such equipment as punch bowls, dishes, silverware and kitchen facilities.

## **Facility Description**

The Sanctuary seats 700, includes 52 pews (26 on each side) and a center aisle that measures 79 feet long.)

The Chapel seats 150 and has 22 pews (10 & 12). Note: An aisle runner is not used in the Chapel.

A Bride's Room, located at the east end of the Sanctuary narthex, is available for the bride and her attendants. Adequate closet space and restroom facilities are included. The Minister's Study is available for the groom and his attendants for dressing and/or last minute preparations.

The Fellowship Hall can accommodate up to 154 people at round tables of 8 each.

## **Use of Facility**

1. The use of any smoking, oral tobacco or alcoholic beverages is prohibited on church property ... which includes the building and grounds. The officiating minister will insist on compliance of this church policy. If the presence or use of alcohol is detected, and if continued use of such products occurs after a warning, the ceremony will NOT occur, and no fees paid will be refunded.
2. Food and non-alcoholic beverages must be provided by the wedding party, must be cleaned up immediately after consumption, and are the sole responsibility of the wedding party.
3. No food or beverages are permitted in the Chapel or Sanctuary.
4. Extravagant and wasteful arrangements of flowers are discouraged. One or two hampers or baskets of flowers are appropriate for use in the Chapel. More extensive floral arrangements may be used in the Sanctuary, provided that the Communion Table is not obstructed from view. Arrangements should be made with the florist for the removal of the decorations immediately after the ceremony.
5. Candelabras may be used in the **Sanctuary only**. The church has two 7-branch candelabras. Only dripless candles may be used, and you are responsible for providing them. If candelabras are desired at end of pews, you must secure these from your florist.
6. Candles **are not** permitted to be used in the Chapel because of carpeting. Only the altar candles may be used in the Chapel. Candles may not be placed in the Church windows.
7. Decorating the pews is discouraged because care must be taken to avoid any damage to the furnishings by use of nails, tacks, and scotch tape.
8. Furniture, paraments and wall coverings may not be removed without prior approval.
9. Use of rice, confetti, glitter or sparklers is not permitted.
10. First Presbyterian Church is not responsible for lost or stolen articles. The wedding party is encouraged to lock all valuables in vehicles rather than leaving them in the church or dressing rooms.
11. It is the responsibility of the wedding party to clean up any decorations following the ceremony. Any garbage is to be placed in the dumpster just outside the northeast corner of the building.
12. All guests and the wedding party must exit the building by 10:00 p.m.

**IMPORTANT NOTE:**  
**Any vehicles left in the parking lot after**  
**midnight will be towed at the owner's expense.**

**Fees & Honorariums**

Wedding fees include cost of the facility and Sexton for preparation of the facility, and optional services (special set-up or preparation of bulletins). **Fees must be paid to First Presbyterian Church at least 30 days prior to the wedding.**

	<u>MEMBERS*</u>	<u>INACTIVE/NON-MEMBERS</u>
Wedding:		
Use of sanctuary (seats 700)		\$1,000.00
Use of chapel (seats 150)		500.00
Reception:		
Fellowship hall (seats 154 at rd tables)		\$ 250.00
Outside grounds		\$ 100.00
Technician Fee (for sound equipment)	\$25.00/hr. (2-hr minimum)	\$25.00/hr. (2-hr minimum)
Wedding bulletins	\$ 50.00 (minimum)**	\$ 50.00 (minimum)**

*\*\*Charge shown is for standard bulletin formatting on standard paper, if you wish for church office to produce bulletins. (You may choose to have your bulletins produced elsewhere.) Additional amounts may be charged at the discretion of the church office if special formatting, large quantities, and/or printing on non-standard paper is desired, or if less than the required 2-week lead time is given. (However, failure to deliver all bulletin information and materials to the church office at least 2 weeks prior to the wedding date may prohibit the church office from being able to fulfill bulletin production.) If other than standard bulletin/paper is desired or being considered, contact church office no less than one month prior to the wedding date to ensure that the church office has the necessary capabilities to produce your bulletins. All materials (bulletin copy and any special paper) for the bulletins must be in the church office at least 2 weeks before the wedding. Fee is payable when bulletin production is completed.*

Recommended honorariums are paid directly to the 'honoree' before or the day of the ceremony.

Officiating pastor	\$ 300.00	\$ 300.00
Organist / Pianist	\$ 200.00	\$ 200.00
Other instrumentalist(s)	At your discretion	
Vocalist(s)	or as agreed upon	

**NOTE:** If damage occurs to the building due to the marriage ceremony/reception festivities, you will be contacted to pay for repair of the damages.

**\*Members are those who have been in active membership at First Presbyterian Church for a minimum of 2 years.**

**Cancellation**

Should the need arise to cancel your wedding, all fees are fully refundable provided your request for cancellation is received at least 30 days prior to your scheduled wedding. If you must cancel 30 days or less prior to your scheduled wedding, your fees will be refunded less a \$100.00 cancellation fee.

**IMPORTANT REMINDER:**

**Any vehicles left in the parking lot after midnight will be towed at the owner's expense.**

# Wedding Agreement

**First Presbyterian Church**  
1400 W. Riverside Avenue, Muncie IN 47303  
Phone: 765-289-4431 Fax: 765-289-4486

1. To reserve the date for your wedding, please call or email the church office (765-289-4431) (office@firstpresmuncie.org) to confirm availability and receive pastoral approval.
2. Please return this completed form, along with a deposit equal to the amount of the rental fee made payable to First Presbyterian Church, within two weeks of your reservation. If the facility has been adequately cleaned and there is no breakage or evidence of unusual wear and tear on the facility as the result of use by the group, the deposit will be returned within seven (7) days after the time of use.
3. (Deposit is waived for active members of First Presbyterian Church.) If the agreement and deposit are not received within this timeframe, your date will be released and can be reserved by another party.

## BRIDE'S INFORMATION:

Name: \_\_\_\_\_ First Pres member - Yes or No? \_\_\_\_\_

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

Email address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## GROOM'S INFORMATION:

Name: \_\_\_\_\_ First Pres member - Yes or No? \_\_\_\_\_

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

Email address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**WEDDING DATE:** \_\_\_\_\_

**WEDDING TIME:** \_\_\_\_\_

**ARRIVAL TIME ON WEDDING DATE:** \_\_\_\_\_

**REHEARSAL DATE:** \_\_\_\_\_

**REHEARSAL TIME:** \_\_\_\_\_

**# OF PERSON IN WEDDING PARTY:** \_\_\_\_\_

**RECEPTION LOCATION & TIME:** \_\_\_\_\_

**PASTOR OFFICIATING:** \_\_\_\_\_

**INSTRUMENTALIST(S):** \_\_\_\_\_

**VOCALIST(S):** \_\_\_\_\_

## PLEASE INDICATE YOUR SPACE NEEDS:

- ( ) Sanctuary (seats 700)
- ( ) Chapel (seats 150)
- ( ) Fellowship Hall (seats 154 at round tables)
- ( ) Lounge
- ( ) Outside grounds

## ACCEPTANCE:

I have read the Wedding Policy of First Presbyterian Church, Muncie, Indiana, and agree to abide by the policies, procedures and fee structure outlined in the policy.

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date

