

Use of Facilities

Both members and non-members may submit a request to the Session for a Christian wedding to be celebrated on the property of First Presbyterian Church. A reminder that a request from a member, or immediately related family member of a member, must be made at least one month prior to the wedding date, and a request from a non-member must be made at least six months prior to the wedding date.

At First Presbyterian Church, the Sanctuary, Chapel, and Rose Garden are available for a Christian wedding. The Sanctuary can accommodate a maximum of 375 guests, the Chapel up to 60 guests, and the Rose Garden varies based on arrangement.

Please Note: Chairs and décor are not provided for a celebration in the Rose Garden. The church is available up to four hours prior to the start of the celebration. If more time is desired, please make that request clear on the Wedding Information Sheet. Additional custodial fees will apply for the property to be open more than four hours. Alcoholic beverages are not permitted anywhere on church property. At the conclusion of the celebration, please arrange for someone to pick up the personal belongings of all those participating in the wedding party.

Wedding Reception

The Fellowship Hall (375+ capacity with seating for 200) is available for a reception. Arrangements for a reception shall be made with the business director at the time the wedding is requested. Punch bowls and cups are available and can be procured by contacting the business director. Church custodians are available to work at the reception for an additional charge.

Please Note: Alcoholic beverages are not permitted anywhere on church property. Confetti, rice, birdseed, bubbles, or any other like substance, are not permitted on the church property. Be sure to arrange for the care of gifts, coats, and other personal possessions.

Wedding Fees Associated

<u>Member</u>		<u>Non Member</u>	
Facility Use	\$0	Facility Use	\$1000
Officiating Pastor	\$300	Officiating Pastor	\$300
Organist	\$250	Organist	\$250
Custodian	\$125	Custodian	\$125
If Applicable:		If Applicable:	
Fellowship Hall	\$25/ hour for custodian	Fellowship Hall	\$25/ hour for custodian
Flower Petals	\$25	Flower Petals	\$25

All fees are due one week prior to the wedding.

Checks should be made payable to the individuals whose names will be supplied by the business director.

Note to the Couple

Your wedding is an important milestone that you will want to remember with pleasure throughout the coming years. The Session joins you in prayer that God will provide you with wisdom as you reverently and thoughtfully plan your wedding. We are here to help support and encourage you as best we can. If you need anything or have questions, please call the church office (434-384-6231). ***We look forward to receiving your Wedding Information Form (enclosed) and celebrating with you in this joyous occasion.***



Wedding Guidelines

Compiled by the Worship and Music Committee
Adopted by the Session, October 2018

WEDDING GUIDELINES FOR A CHRISTIAN WEDDING AT FIRST PRESBYTERIAN CHURCH (LYNCHBURG, VA)

A wedding is a celebration of worship to God that honors the love of two individuals while being surrounded by their family and friends. We welcome the opportunity to share with you both the privileges and responsibilities involved in celebrating your wedding. We will do everything we can to make it a sacred, beautiful, and meaningful event.

Please Note: These guidelines are for weddings celebrated on the property of First Presbyterian Church (Lynchburg, VA) only. If you are interested in a wedding on the property of First Presbyterian Church (Lynchburg, VA), please continue reading these guidelines. However, if you are interested in a wedding at another location and would like to speak with one of our pastors about officiating, please contact them directly and they will be glad to discuss further.

All wedding requests, brought to the Session by one of the installed pastors of First Presbyterian Church (Lynchburg, VA), may be permitted on church property. Weddings at First Presbyterian Church are conducted in accordance with the guidelines established by the Session as found in the *Directory for Worship* of the Presbyterian Church (U.S.A.).

Steps for Scheduling

1. Fully review these guidelines.
2. If interested in celebrating a Christian wedding at First Presbyterian Church, please complete the enclosed Wedding Information Sheet and submit to the office administrator in the Church Office. Please include as much information as possible and sign.
3. If the couple has not already contacted and confirmed with one of the pastors their availability to participate, one of the pastors will be in touch with the couple by phone or email.
4. Once confirmed by a pastor, a request to approve the wedding will be scheduled for the next available Session meeting (usually held on the 3rd Tuesday of each Month).
 - a. A member of First Presbyterian Church, or immediately related family member, request must be made at a minimum of one month prior to the wedding date.
 - b. A non-member request must be made at a minimum of six months prior to the wedding date.
5. Following the review by Session, the couple will be contacted with next steps.

Officiant

Celebrating a wedding is a ministry of First Presbyterian Church; therefore, all couples shall contact one of the pastors at First Presbyterian Church to request a wedding date. Any pastor of First Presbyterian Church may be asked to officiate. If the couple desires to have a guest pastor officiate or assist with the service, this request must be made to one of the pastors. The Session has directed that one of our pastors will ordinarily preside.

Music

The organist of First Presbyterian Church will ordinarily play for all weddings. He/She will be notified upon confirmation of the date. If he/she is unable to play for the wedding, an approved substitute will be secured. The organist shall approve all special requests for music and musicians. Recorded music and amplified sound equipment are not permitted in the Sanctuary or the Chapel.

Wedding Guild

Following approval of a wedding request, the pastor will submit the Wedding Information Form to the chair of the Wedding Guild, who will then confirm information with the couple. The Session has directed that ordinarily two members of the Wedding Guild will be present at the rehearsal and the wedding to assist the minister, direct the placement of the wedding party, time the procession, and any other related matters. If an outside wedding director/ coordinator is being used, at least one member of the Wedding Guild must be present, and for all matters related to the church, the member of the Wedding Guild has the final word.

Premarital Counseling Sessions

The pastor asked to officiate the wedding shall ordinarily counsel the couple. The pastor may also approve counseling to be done by another pastor or counseling service. Counseling may include a variety of marriage and relationship dynamics, including but not limited to spiritual beliefs, religious affiliation, marriage expectations, communication, and conflict resolution.

Rehearsals

A wedding rehearsal shall be held on the day before the wedding date. The time of the rehearsal is ordinarily the same time as the wedding and should be set in consultation with the pastor. The rehearsal should begin promptly at the appointed hour. The couple is responsible for notifying all members of the wedding party of the rehearsal time. The rehearsal will be under the direction of the pastor and Wedding Guild representative.

Marriage License

A marriage license must be obtained in advance from the Clerk of Circuit Court and must be in the hands of the officiating pastor no later than the beginning of the rehearsal. No wedding will be performed without a valid marriage license.

Wedding Programs

Printed wedding programs are the responsibility of the couple. The pastor and organist shall assist in the content of the wedding program. Programs should be brought to the church at the time of the rehearsal.

Flowers and Decorations

The worship spaces at First Presbyterian Church do not need elaborate decorations, so we ask that the florist you select consider these guidelines: The cross may not be removed or hidden by flower arrangements. Only permanent, oil-filled candles (provided by the church) are to be used in the chancel and in the floor candelabra. No candles are to be attached to the pews and decorations may not be attached to our floor candelabra. Do not use nails, wires, tape or any other means of supporting floral arrangements that might damage the church or the furnishings. It is our custom to use fresh floral decorations. Rose Pedals are allowed at an additional fee of \$25. The florist is asked to contact the church office to schedule times for decorating. Please indicate to the office administrator or pastor whether there is a desire to leave the flowers in place for Sunday worship.

An aisle runner may be used (not provided). A unity candle may be used (candles and candelabra are not provided). If a unity candle is used, a protective sheet must be placed under the candelabra. A kneeling bench is available to use during the service if desired. Confetti, rice, birdseed, bubbles, or any other like substance, are not permitted on the church property.

Photography, Video Cameras, and Cell Phones

At First Presbyterian Church, we recognize the importance of documenting such a special day and have set forth a policy to help achieve that goal while also honoring the sanctity of worship. **All photographers and videographers are required to meet with the pastor that will be performing the service at least one week prior to the wedding date.** This will ensure a clear understanding of expectations of how the service will be conducted and how, where and when photographs or videos will be taken during the celebration. As a rule, flash photography and/or special lighting of any kind is not allowed. All cameras must remain on silent while in the sanctuary. A video of the wedding may be made from the rear with a manned stationary video camera. A small unmanned video camera may be placed in the Chancel area if it is not seen from the congregation. All cell phones must be silenced during the service and cell phone camera use is discouraged. We ask that all couples include this note regarding cell phone use in the wedding program as a reminder to all guests.

Note for Photographers and Videographers: The service starts when the pastor comes to the front of the sanctuary. During the service, the aisles are to remain clear for the wedding party at all times. Distractions of any kind from the worship service is not permitted. Failure to adhere to these policies may result in being asked to exit the sanctuary.