

First Presbyterian Church of Palm Bay
Policy: Weddings (Updated 10/20/2015)

Purpose: To outline the procedure for wedding and responsibilities of participants using the First Presbyterian Church of Palm Bay.

Procedure:

Conditions:

- Weddings shall be a service of worship and reflect the covenantal relationship between God and the couple being married.
- Weddings held at FPC shall only be performed for couples consisting of one man and one woman.
- The bride and groom should be members of some Christian Church.
- The minister of the church shall conduct all weddings at the Church unless there are exceptional circumstances.
- The engaged couple must have at least one interview with the minister prior to the wedding. A minimum of one month in advance is preferred. The minister offers a deeper pre-marital counseling program, if desired and is available for more frequent interviews.
- The Church organist will normally play for all weddings in the Church. Desired special music, soloists and the like are coordinated with him/her. Use of the organ by others is only with the approval of the organist.

Reserving the Building

- The availability of the church shall be checked through the Office Administrator, long with the availability of the minister and the organist.
- Once availability has been verified, the couple will fill out the Application for Use of Building for Wedding Ceremony and the Request for Use of Facilities forms.
- Session will review the request and make a determination about use of the building.

Use of the Buildings:

- The bridal party may use available rooms for preparation.
- The wedding party will be responsible for any damage done to the Church facilities or equipment. Florists and others decorating will be instructed to refrain from using nails, screws, wires or other damaging devices.
- The wedding party is responsible for removing all decorations immediately after the wedding and reception, or the wedding if the reception is elsewhere.
- Plastic sheets are to be placed under all candle stands to protect the floor or table from dripping wax.
- Only bird or grass seed may be used to celebrate the marriage outside the building. No rice, confetti or paper is permitted.
- No alcoholic beverages are permitted on Church property. No smoking is permitted in any building.

The Rehearsal:

In order that the wedding ceremony may proceed as smoothly as possible, a brief rehearsal will be necessary. This is normally scheduled the night before. Those who should attend are the bride and groom, the maid-of-honor and best man, the ushers and bridesmaids, and parents of the bride and groom. The minister and organist are also present. Special musicians, if any, may also be invited as appropriate.

Bridal consultants will be informed that the minister is completely in charge of the ceremony. All details of the service will be reviewed and the procedure walked through to assure that all participants are familiar with their parts, places etc.

The marriage license should be presented to the minister at the rehearsal so that he/she may have timely assurance that all legal requirements have been met before the day of the wedding.

The Wedding Service

The wedding service will be conducted in accordance with Presbyterian ritual and customs, as defined in the Book of Order Worship section W-4 9000). If the bride and groom wish to plan a more personal order of service, they may consult with the minister regarding modifications.

Music for the service is to be planned with the Church organist, and must be approved by the minister. The church will not provide vocal or instrumental music (other than the organ).

No flash photos will be taken during the service. The wedding party is requested to inform their photographer and guest of the requirement. The minister and wedding party may pose for any desired photos before and/or after the service. The sanctuary area must be vacated by 6 PM on Saturday evening, to allow time for Sunday set up.

Reception

See Policy on Use of Church Buildings and Facilities for specific instructions regarding receptions.

Fees

- Facility Fee: This covers both the rehearsal and wedding.
 - No fee for members of the First Presbyterian Church of Palm Bay.
 - **\$100.00** for non-members. Checks are made payable to First Presbyterian Church of Palm Bay.
- Organist: Both members and non-members are expected to pay the fee for the special service of the organist. All fees are to be paid no later than the rehearsal night. Necessary checks may be given to the minister that night or presented to the Church office at an earlier date.
 - The minimum fee is **\$50.00**. Checks are made payable to the organist.
- Minister: No fee for members of First Presbyterian Church of Palm Bay.
 - **\$100.00** for non-members. Checks are made payable to the minister, unless he/she requests other arrangements to be made.