

YOUR WEDDING IN THE VILLAGE CHAPEL PRESBYTERIAN CHURCH
(Revised by Session February 20, 2013)

"Dearly Beloved, we are assembled here in the presence of God, to join this Man and this Woman in holy marriage which is instituted by God, regulated by God's commandments, blessed by our Lord Jesus Christ, and to be held in honor among all." So begins a typical marriage service. But if that service is to have real meaning, the planning before these words are spoken is extremely important. The wedding service of which we speak is a CHRISTIAN wedding. The Christian wedding service is an act of worship. The Christian wedding is a service of worship in which Christians come together to witness the promises made by bride and groom, and to ask God's blessing upon them.

All too often when marriage is planned, a "Church Wedding" is desired because a church would offer a "nice place" for the event, where flowers and music would enhance the beauty of the occasion. We need to remind ourselves that the real reason for a "church wedding" is the fact that marriage is an ordinance of God, and its solemnization is a placing of the marriage relationship under the blessing and commandment of God.

It is our desire to assist in making your wedding a beautiful, memorable and worshipful experience. To this end, we offer our services and facilities of this church to all members, and to others, in accordance with the policies and regulations as approved by our governing body, the Session.

Even the simplest wedding requires forethought and preparation. It is important that you set a date and reserve our facilities as early as possible for rehearsal and wedding, and also for the reception, if you wish to have it here. It is suggested that dates and hours be strictly followed, for the greater convenience of all people involved, bridal party, minister, organist, decorators, custodians, etc.

1. ARRANGEMENTS

When you have decided on a definite date, you are asked to call the church secretary (925-7265) who will arrange for you to meet or talk with the other people involved and will check the church calendar and reserve the dates selected. Those who should be consulted about arrangements are:

- Minister for date of wedding and pre-marital counseling.
- Wedding Coordinator for the direction of the rehearsal and wedding
- Organist for music (also soloist, if desired).
- Custodians for clean-up. (This service is not included in their regular job and must be arranged individually)
- Presbyterian Women for use of the kitchen, if the reception is to be held here.

II. PREPARATION FOR MARRIAGE

Marriage is one of the most serious commitments a person makes in life. It is a decision not to be made hastily or without careful consideration. For this reason persons planning to be married in the church should ordinarily plan to meet with the minister several times to talk about the significance of marriage and to plan for the wedding service. Arrangements for these meetings should be made at least two months prior to the date of the wedding.

If a minister other than the minister of Village Chapel is to have part in the marriage service, these plans should be discussed with the minister of Village Chapel and the invitation to the other minister extended through him. Ordinarily the minister of Village Chapel will have part in all weddings held in the church.

III. MUSIC

Music is not necessary at a wedding, but most couples feel it adds to the beauty of the service. Our organist customarily plays for all weddings. If this is not possible, she will suggest other organists, whose participation is subject to final approval by our Worship Committee.

A church wedding is a service of worship. **All the music used should be appropriate for worship.** It should be an expression of the praise and prayers of the people and direct attention to God's place in marriage.

Our organist will recommend the most appropriate music in your conference with her. It is entirely proper for hymns to be sung by the entire congregation, as well as by a soloist. The organist will help you avoid selections that are clearly secular and which are appropriate only for the reception. If a soloist is desired, the organist will help make arrangements for selecting this music (regardless of whether she/he is going to accompany the soloist) and for a rehearsal at a time other than the wedding rehearsal. The name, address, and phone number of the soloist must be given to the organist no later than three weeks before the wedding date. If recorded music is used, the organist must listen to it and approve its use.

SOME SUGGESTED MUSIC FOR PROCESSIONALS AND RECESSIONALS:

Bach	Now Thank We All Our God
Boyce	Trumpet Tunes
Campra	Rigaudon
Clarke, Jeremiah	Trumpet Voluntary
Handel	Allegro Maestoso (Water Music)
Johnson, David	Three Trumpet Tunes
Purcell	Trumpet Tunes
Stanley, John	Trumpet Tunes
Walton, William	Crown Imperial
Willan	Finale Jubilante
Mouret	Theme from Masterpiece Theater

SOME SUGGESTED VOCAL MUSIC SUITABLE FOR WEDDINGS

Note: Frequently soloists suggest, or are asked to present, a solo setting of the words of the Lord's Prayer. You may wish to consider whether it would be more appropriate that these words be spoken by the entire congregation as part of the prayers.

Bach	Be Thou But Near Jesu, Joy Of Man's Desiring
Barnby	O Perfect Love
Franck	O Lord Most Holy
Handel	Wedding Hymn
Hopson	The Gift of Love (Paraphrase of I Corinthians 13, Duet or Solo with Flute Obligato)
Peeters	Wedding Song
Willan, Healey	O Perfect Love

Solo Collections:

Five Wedding Songs compiled by Dale Wood (AMSI)
Folksongs for Weddings - Hope Publishing

IV. DECORATIONS

Considerable thought and planning have resulted in our lovely sanctuary. The furnishings and symbols bear witness to the God before whom the couple are joined in holy marriage. It is suggested, therefore, that simplicity of decorations be followed. If you expect to have a florist, the name and address of the florist must be on file in the church office no later than three weeks prior to the wedding date. The following policies are to be observed:

1. Flowers and candles enhance the beauty of the sanctuary. If a florist is engaged, that person assumes full responsibility for the cost of any cleaning or repair from any damage from such things as candle drippings, water leakage, dirt, or any other cause from any of the decorating. If the family handles the decorating, the family assumes this responsibility. Only candles of the non drip variety may be used and adequate protective covering must be provided under all candles.
2. No decorations are to be hung from lighting fixtures or ventilators.
3. No nails or screws may be driven into any part of the building.
4. Nothing should be placed on the piano or organ.
5. When a kneeling bench is to be used in the wedding service, it is placed in front of the Communion Table. The Communion Table remains in place for all worship services, including weddings.
6. Removal of all decorations should begin as soon after the ceremony as possible, and the sanctuary should be left clean. If aisle cloth, kneeling bench or candlelighters are to be used, they will have to be supplied by your florist. Those items should be removed from the church immediately after the service.

V. REHEARSAL

It is wise even in very simple weddings, to have a rehearsal. This is usually the day before the wedding. The rehearsal should begin promptly at the hour scheduled, proceeding in an orderly and reverent manner, under the leadership of the minister. It will take approximately one hour. If a wedding consultant assists the family, all plans and suggestions are to be submitted to the minister for his approval.

VI. RECEPTIONS

Because our facilities are being used or prepared for use in connection with our regular services, there will be no receptions at any time on Sunday. The person in charge of the kitchen, a person designated by Presbyterian Women, should be consulted about the use of the kitchen, the dishes, glassware, etc.

VII. OTHER POLICIES AND REGULATIONS

1. No rice, confetti, or birdseed may be thrown in the sanctuary or anywhere inside the building. Such practices are also discouraged outside because of the danger to people who might slip on these materials on sidewalks.
2. Smoking is not permitted on the property at any time, nor should food or beverage be brought into the Sanctuary.
3. No alcoholic beverages may be served on church property, nor will a wedding or rehearsal be conducted when any member of the wedding party is obviously under the influence of alcohol.
4. Photography. Since the wedding is a worship service, **NO PHOTOGRAPHS MAY BE TAKEN** in the sanctuary from the time the music begins until after the benediction. All photos taken at the church must be in good taste. If a video is desired, the camera must be mounted on a tripod at one location for the entire service. No extra lights may be used **NOR MAY YOU HAVE A PERSON IN THE CHANCEL AREA TO OPERATE THE CAMERA. HOWEVER, IF A CAMERA IS DESIRED IN THE REAR OF THE SANCTUARY, A PERSON MAY OPERATE IT FROM THERE.** If a photographer (still or video) is employed to take pictures, the name, address and phone number of that person must be on file in the church office no later than three weeks before the wedding date.
5. Because of other services, no formal weddings should be scheduled on Sunday, or any day during the week preceding Easter or Christmas (understanding that there are certain decorations in the sanctuary between Advent and Epiphany that cannot be moved).
6. Several rooms in the church are suitable for use as the bride's dressing room. Dresses can be delivered from a store to the church if arrangements are made with the church office, but the church cannot be responsible for loss or damage. The men in the wedding party will generally dress elsewhere, but arrangements can be made to accommodate them, if necessary.

VIII. FEES

A current schedule of fees adopted by the Session will be given to each person planning a wedding at Village Chapel. These fees are designed to compensate staff members who are required to work outside their regular hours in connection with a wedding. They are designed also to cover the cost of utilities when the church is used by non-church member families. No charge for use of the building is made if the bride or groom or the immediate family of either of them is an active member of Village Chapel. A member of the regular custodial staff must be present for all weddings and/or receptions at the church. This relieves the families of the responsibility for opening and securing the building. It also means that someone familiar with the furnishings, lighting, heating/air-conditioning, and other equipment is present. **Checks for the minister, wedding coordinator, custodian, organist, and for the use of the building (when applicable) will be brought to the church office at least one day prior to the wedding.** The wedding will not go forward otherwise. A property damage deposit of \$200.00 is required of all persons using the church for a wedding. This deposit should be made in a separate check payable to Village Chapel. It will be held and returned within one week after the wedding if there is no damage to the church property. If damage is in excess of \$200, it will be the responsibility of the family reserving the church to pay the excess in a timely manner.

IX. WEDDING COORDINATOR

Every wedding will utilize the services of a wedding coordinator from Village Chapel even if another qualified person is actually directing the wedding. All rehearsals and wedding ceremonies will be directed by a wedding coordinator under the supervision of the minister. The wedding coordinators know the traditions of the church and the expected wedding etiquette and will coordinate the rehearsal and wedding, working to assure that the wishes of the couple are followed whenever possible.

WEDDING FEES FOR NON-MEMBER FAMILIES

Sanctuary

Use for rehearsal and wedding: \$200.00
Damage deposit: \$200.00

Minister

Honorarium: \$200.00

Wedding Coordinator

Honorarium: \$100.00

Organist

Wedding rehearsal and wedding: \$300.00*
(* a \$75 consultation fee is expected, even if not playing for the rehearsal/wedding; it will be included in the \$300 if playing)
Rehearse with vocalist or other instrumentalist 30.00 (each)

Pianist

If another member of the church staff is requested to play the piano for a wedding service, these fees will apply:

Play for the whole service alone or with the organist,
 Rehearsal and wedding \$125.00 – 225.00*
 (* depending on the number of pieces played)
 Rehearse with vocalist or other instrumentalist 30.00 (per rehearsal)
Play for a portion of the service alone or with the organist:
 Rehearsal and wedding 65.00
 Rehearsal with vocalist and/or other instrumentalist 30.00 (per rehearsal)

Custodian

Wedding only: \$ 75.00
Decorations: The florist is responsible for removing flowers and other decorations from the church immediately after the service. If the florist cannot do this, there will be an additional fee for custodial service. \$ 25.00
Opening Building: There will be an additional fee if the church needs to be open more than three hours before time for the service. \$ 25.00

Reception

reception at church \$300.00
(This fee does not include washing dishes or cleaning the kitchen after a reception. This is the responsibility of the caterer or those planning the reception.)

Checks for the minister, wedding coordinator, custodian, organist, and for the use of the building (when applicable) will be brought to the church office at least one day prior to the wedding. The wedding will not go forward otherwise.

I/we agree to these policies and fees. (name) _____ (date) _____

Approved by Session 2/20/13

**VILLAGE CHAPEL PRESBYTERIAN CHURCH
WEDDING FEES FOR MEMBER FAMILIES**

Sanctuary

Use for rehearsal and wedding: No fee
 Damage deposit: \$200.00

Minister

Suggested honorarium: \$100.00

Wedding Coordinator

Honorarium: \$100.00

Organist

Rehearsal and wedding: \$200.00
 Rehearse with soloist or other instrumentalist 30.00 (each)

Pianist

If another member of the church staff is requested to play the piano for a wedding service, these fees will apply:

Play for the whole service alone or with the organist,
 Rehearsal and wedding \$100.00-150.00*
 (* depending on the number of pieces played)
 Rehearse with soloist or other instrumentalist 30.00 (per rehearsal)

Play for a portion of the service alone or with the organist:
 Rehearsal and wedding 50.00
 Rehearsal with soloist or other instrumentalist 30.00 (per rehearsal)

Custodian

Wedding only: \$ 75.00
 Decorations: The florist is responsible for removing flowers and other decorations from the church immediately after the service. If the florist cannot do this, there will be an additional fee for custodial service. \$ 25.00
 Opening Building: There will be an additional fee if the church needs to be open more than three hours before time for the service. \$ 25.00

Reception

reception at church \$200.00
 (This fee does not include washing dishes or cleaning the kitchen after a reception. This is the responsibility of the caterer or those planning the reception.)

Checks for the minister, wedding coordinator, custodian, organist, and for the use of the building (when applicable) will be brought to the church office at least one day prior to the wedding. The wedding will not go forward otherwise.

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