

## **WEDDING SERVICE POLICY AT FAITH PRESBYTERIAN CHURCH**

8170 Hague Road  
Indianapolis, IN 46256

### **ON MARRIAGE**

Excerpts from *Book of Order*, Presbyterian Church (USA)

#### W-4.9001 Christian Marriage

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

#### W-4.9002 Preparing for Marriage

In preparation for the marriage service, the teaching elder or commissioned ruling elder shall provide for a discussion with the man and the woman concerning

- the nature of their Christian commitment, assuring
- that at least one is a professing Christian,
- the legal requirements of the state,
- the privileges and responsibilities of Christian marriage,
- the nature and form of the marriage service,
- the vows and commitments they will be asked to make,
- the relationship of these commitments to their lives of discipleship,
- the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

#### W-4.9003 Time and Place of the Service

Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the teaching elder and the supervision of the session. (W-1.4004-.4006) The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life. Others may be invited to participate as leaders in the service at the discretion of the pastor. Celebration of the Lord's Supper at the marriage service requires the approval of the session, and care shall be taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during the Service for the Lord's Day upon authorization by the session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord's Supper. (W-2.4010; W-3.3503)

W-4.9004 Form and Order of Service

The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the teaching elder shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

W-4.9006 Recognizing Civil Marriage

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the opening statement, the declaration of intention, the exchange of the vows by the husband and wife, and the public declaration by the teaching elder reflect the fact that the woman and man are already married to one another according to the laws of the state.

**ARRANGEMENTS WITH THE MINISTER**

1. Generally, one of the pastors of this church will officiate at weddings conducted in the church. The Pastor may delegate decisions and responsibilities under this policy generally or case-by-case to other clergy associated with this congregation, including Parish Associates and other clergy who regularly participate in the life of Faith Presbyterian. In this section, "Minister" means the Pastor or any of these associated clergy the Pastor has authorized to act. A clergy member not associated with this church is referred to as an "Invited Minister."
2. Ordinarily at least one person in a couple should be a member of Faith Presbyterian Church. Exceptions may be made at the Pastor's discretion for persons having a particular connection with Faith Presbyterian Church. Nonmembers will have to be approved by session.
3. An introductory pre-marital session must be arranged at least four months in advance of the wedding, except under extraordinary circumstances for which the Minister may make exception. Additional pre-marital sessions shall be scheduled with the Minister and may include participation in a Pre-Marital Workshop. During this time of sharing, areas of discussion may include: future plans, the role and commitment of faith and spiritual development in marriage, mutual support and responsibilities, time and financial planning, sexual relationships, adjustment after marriage and family relationships.
4. If a couple requests that an Invited Minister officiate at the wedding, permission will be given at the discretion of the Pastor. Oversight of the pre-marital sessions is the responsibility of the officiating clergy, whether a Minister or Invited Minister. An Invited Minister may not change or waive any of the policies or procedures of this church for a wedding conducted in this church, including counseling requirements, without the permission of the Pastor.

5. The date of the wedding and rehearsal must be set in consultation with the Minister and as allowed by the church program calendar.
6. The couple will meet with the Minister or Invited Minister to discuss plans for the conduct of the service. These may include: scriptures to be read, music to be sung or played, other participants and their roles, the form and language of vows the couple will make, and information about the lives and faith of the couple that may be incorporated into the proclamation of the Word. A request by the couple to celebrate the Lord's Supper as a part of wedding service requires the approval of session.

### **ARRANGEMENTS FOR MUSIC AND MUSICIANS**

1. Music should always direct attention to God, and selections that are secular in orientation may not be used. All music and all persons performing music at the worship service are subject to the approval of the pastor(s) and the church organist. Another organist may play, if approved by the church organist.
2. If the couple chooses to have organ or piano music in their wedding, arrangements must be made with this church's organist. The couple is responsible for contacting the organist as soon as possible after the wedding date is set in order to assure his/her services and to arrange music selections.
3. Use of the organ or piano by a musician other than the church organist must be approved by the church organist. This is for the protection of the instrument. It is assumed that the church organist will approve competent organists.
4. If vocalists or additional instruments are to be used along with the organist, their rehearsal times must be coordinated with the organist.

### **AGREEMENTS WITH THE CHURCH**

1. The couple must receive the wedding policies of Faith, including the fee schedule.
2. No dates are confirmed on the church's calendar until:
  - The Pastor, or an Invited Minister approved by the Pastor, agrees to perform the wedding
  - Each party in the couple has signed the Wedding Agreement
  - The deposit is paid.
3. The couple will work with the church liaison, who will provide the couple with information on church procedures for use of facilities, and related matters.
4. Payments should be made to the church or to individuals as directed in the fee schedule.

### **ARRANGEMENTS WITH THE CHURCH LIAISON**

1. The church liaison is approved by the Worship Team to help a couple make use of the facility. They do not serve as a wedding coordinator.

2. The church liaison will work with the couple, the Minister, the Office Administrator, and Business Management to make arrangements for scheduling, facilities, and the ceremony.
3. Ordinarily, no more than one wedding will be scheduled on any one day and no more than two during a single month.
4. Ordinarily, no weddings are scheduled on Sundays unless a request is made to include them in Sunday morning worship.
5. Facilities provided include the Sanctuary, the Narthex, the Library, the Youth Room and restrooms.
6. The Fellowship Hall may also be reserved for receptions. When the Fellowship Hall is reserved for a reception, arrangements for its use and set-up will be made with the church liaison.
7. The officiating Minister and church liaison will arrange for opening and closing the church building for the rehearsal and the wedding.
8. The church liaison and the Office Administrator will arrange for the areas used to be cleaned before needed for other events.

### **AGREEMENTS ON PHOTOGRAPHY DURING THE SERVICE**

Photography is restricted during the worship service as follows:

- No flash photography or special lights may be used
- Still photography and/or videography may be taken only from a single, stationary location, coordinated with the Minister or Invited Minister.
- The “worship service” is defined as beginning with the Call to Worship and ending with the Benediction.

### **USE OF CHURCH FACILITIES**

1. Simplicity in decorating is encouraged.
2. Flower arrangements should be appropriately designed for the chancel of the church. Flowers shall not be placed on the Communion Table. The florist should be scheduled to bring the flowers no later than two hours before the ceremony and arrange the flowers as previously planned.
3. Two candelabra are available for use with liquid candles.
4. The communion table stands as a reminder of the table of Jesus Christ. It may not be removed, nor is it appropriate to place on it items other than paraments, candles, chalice and plate.
5. Christmas and other seasonal decorations may be enjoyed for your ceremony but will not be removed for weddings.

6. Any additional decorations must be discussed and approved by the church liaison and will be acquired by the wedding party.
7. All decorations will be removed from the Sanctuary by the wedding party after the wedding.
8. No nails, tacks, tapes or other means shall be used to attach flowers or other decorations to church furniture (including pews), walls, or fixtures.
9. Rice and confetti of any sort may not be thrown in the church buildings or any walkways around the church. Upon the couple's departure from the church, birdseed may be used as an alternative.
10. The church is not responsible for any articles left in the facilities during or after the wedding.
11. No smoking is permitted in church buildings.
12. No alcoholic beverages are permitted on church property without the permission of session.
13. Access to the church can take place during normal operating hours of the church (M-F 9-5). After hours access requires the presence of a staff member or the Church Liaison and arrangements must be made seven days in advance with the Church Liaison. After hours access will count toward the Church Liaison's fees.
14. It is expected that the use of facilities for a reception will not exceed six hours, including set-up and clean up. Tables and chairs are available and may be coordinated with the church liaison or Office Administrator. Those using the facility are responsible for setting up and replacing all items used. The facilities must be left in order and vacated by 11:00 PM.

### **ARRANGEMENTS WITH CATERERS**

1. The wedding party must identify to the Church Liaison as soon as possible the caterer that is expected to cater the reception. In cooperation with the Church Liaison, a caterer may be allowed into the kitchen to view the facilities in advance of the wedding date. The Church Liaison may prohibit the use of any caterer based on prior negative experience.
2. Caterers may have access to the kitchen and Fellowship Hall for set-up not earlier than two hours before the reception is expected to begin. Caterers should ordinarily arrive with most food prepared and requiring only heating and setting out; the amount of time scheduled in the Fellowship Hall does not ordinarily allow for extensive cooking or other preparation in the church kitchen. Caterers are expected to set up quietly when set-up takes place at the same time as the service in the Sanctuary.
3. Arrangements must be made by the wedding party or the caterer for removing leftover food and supplies from the kitchen and Fellowship Hall. Supplies and non-perishable food items may be donated to the church, but perishable food may not be left without prior permission.

**FEES**

Item	Member fee	Non-Member Fee	Paid to	Notes
Standard Facilities Sanctuary/Narthex/ Library/Youth Room	None	\$300	FAITH	
Faith Pastors	None, though an honorarium is customary	\$150	FAITH	Included in lump sum payment*
Invited Minister	Negotiated	Negotiated	Invited Minister	Requires approval of Pastor – Fee negotiated by Invited Minister
Fellowship Hall, narthex or other room used for reception	None	\$300	FAITH	Included in lump sum payment*
Organist – wedding and rehearsal-her/his repertoire	\$200	\$250	FAITH	Included in lump sum payment*
Organist – special requests	Negotiated additional fee	Negotiated additional fee	FAITH	Included in lump sum payment*
Other musicians	Negotiated	Negotiated	Musicians	Requires approval of Organist
Sound Tech	\$75	\$75	FAITH	Included in lump Sum payment*
Church Liaison	\$20 per hour  \$200 minimum**	\$20 per hour  \$200 minimum**	FAITH	Included in lump sum payment*
Nursery Attendants	Negotiated	Negotiated	FAITH	Included in lump sum payment*
Cleaning	\$150	\$300	FAITH	Included in lump sum payment*

\*A deposit of fifty percent must be paid with the signature of the agreement. The deposit is not refundable.

The remaining balance is due not less than seven days before the wedding. Checks shall be made out to "Faith Presbyterian Church". The Treasurer will distribute payments to individuals.

\*\* The minimum payment for the church liaison accounts for 10 hours of the liaison's time. An hourly rate of \$20/hour will apply beyond 10 hours.



**LEGAL REQUIREMENTS/MARRIAGE LICENSE**

The couple shall give to the minister(s) the completed requisite copies of the marriage license of the State of Indiana (the marriage license, two copies of the marriage certificate, and the record of marriage) at least **one week** before the worship service. If at least one person is a resident of Marion County, the license may be obtained from the City-County Building. Check with the City County office as to what fees and paperwork are required. If a wedding license is not presented prior to the wedding, the wedding will not be performed.

**CONDUCT**

Anyone whose behavior is impaired by the use of drugs or alcohol will not be allowed to take part in the wedding ceremony or rehearsal. The Minister or Invited Minister is authorized to make this decision and to cancel the wedding service, if necessary. Please notify all participants, family and attendants of this policy.

I have read this agreement and understand and will abide by the policies of Faith Presbyterian Church. We understand that Faith Presbyterian Church reserves right to cancel our wedding if it deems that these policies have been violated.

Signatures of the wedding couple:

\_\_\_\_\_

Bride

\_\_\_\_\_

Date

\_\_\_\_\_

Groom

\_\_\_\_\_

Date

\_\_\_\_\_

Session Member or Pastor

\_\_\_\_\_

Date