

Eastminster Presbyterian Church

Wedding Policies

WHAT IS A WEDDING?

A church wedding is a service of worship. When two people enter into marriage, they pledge to each other their faith and trust and they enter into a covenant with God. Music, flowers, greenery, candles, etc., should be selected to elicit in all participants a combined sense of reverence, dignity, and joy. The planning process itself should be entered into with a sensitivity for the integrity of the church and the feelings of all concerned. To this end, the Wedding Guild, Church Staff, and the Worship Committee stand ready to help the couple and their families achieve an experience which will be profoundly spiritual in nature and memorable in beauty.

Weddings at Eastminster Presbyterian Church are conducted by the minister(s) of Eastminster Presbyterian Church.

It is the couple's responsibility to read and become familiar with church policies and to see that they are observed by the wedding party, florist, caterer, photographers, musicians, and all others participating in the service.

STEPS IN SCHEDULING AND PLANNING

1. The Church Office should be contacted at least six months prior to the planned wedding date for initial reservation of the facilities for the wedding, rehearsal and reception, and for initial inquiry of minister's availability. Reservations will not be confirmed for non-member weddings more than six months prior to the date of the wedding.
2. Within two weeks of initial inquiry, the wedding couple must confirm the minister's availability and with the minister's approval, the wedding date will be placed on the church calendar.
3. The Church Staff will provide the bride and groom with a wedding policies packet containing the appropriate forms. The forms should be completed, signed and the church's copies returned to the church with the appropriate deposit(s) within ten days of the receipt of the packet.
4. The Director of Music and the Church Organist should be contacted to assist in the selection of music.
5. Premarital counseling sessions should be scheduled with the officiating minister about two months prior to the wedding date.
6. The Wedding Guild should be contacted by the bride 30 days prior to the wedding to schedule a meeting to discuss specific issues related to the rehearsal, wedding ceremony, and the use of the church facilities.

GENERAL BUILDING USE POLICIES

1. The rehearsal should be completed and the building closed one hour from the scheduled starting time.
2. The building will be opened 2 hours prior to the scheduled hour of the wedding to allow time for the florist to decorate, the wedding party to prepare, and the photographer to take pictures. All members of the wedding party, photographer, etc. must vacate the building one hour from the start of the wedding ceremony. The building will be cleared and doors locked within one-half hour following the ceremony. Special arrangements must be made with the Church Staff to arrive or remain in the building beyond this time. A \$25.00 fee, made payable to Eastminster Presbyterian Church, will be charged for any portion of an hour for this additional time.
3. Weddings will be scheduled to begin no later than 7:30 p.m.
4. **NO ALCOHOLIC BEVERAGES** are permitted on the church premises.
5. No food is permitted in the church building except in designated areas for the reception.
6. Fire regulations and church policy prohibit smoking in the building, and regulate maximum capacities for the facilities.
7. The throwing of rice, confetti, etc., is prohibited on the church premises. Birdseed is permissible only outside of the church building.
8. Ordinarily, weddings are not scheduled for Easter or Christmas weekends, or other holiday weekends, or on Sundays.
9. It is not the policy of Eastminster Presbyterian Church to provide a nursery or nursery facilities for young children at weddings.
10. Flower petals may be dropped in the church aisle only when an aisle runner is used.

THE CEREMONY

The officiating minister (ordinarily the pastor of Eastminster) will go over the standard order of service. Any additions or changes should be discussed with him or her during the counseling sessions. Ecumenical services will be at the discretion of the minister.

COMMUNION

Communion is not ordinarily served as a part of the wedding ceremony at Eastminster Presbyterian Church. If communion is requested, it must be approved by the Session of Eastminster Presbyterian Church at least 90 days prior to the wedding date. If approved, all wedding guests must be invited to partake, and the communion elements must be provided by the couple.

MUSIC

Music suitable for the marriage service directs attention to God and expresses the faith of the church¹. The Director of Music will recommend and approve all musical considerations. The Church Organist plays for weddings at Eastminster Presbyterian Church and should be engaged by the bride for both the rehearsal and the wedding. Soloists and other musicians may participate in the service at the invitation of the Director of Music.

THE REHEARSAL

All members of the wedding party should arrive 15 minutes earlier than the scheduled time of the rehearsal. The rehearsal will begin at the appointed time even if all members of the wedding party are not present. Rehearsals will not be scheduled later than 7:00 p.m. The Wedding Guild will direct the rehearsal. *If a wedding coordinator is being engaged, he or she must be approved by and work with the Wedding Guild.*

THE RECEPTION

The Wedding Guild is available for advisement concerning the reception. Any outside caterer must contact and work closely with the Wedding Guild, following the policies (included) regarding use of the facilities.

DECORATIONS

The church sanctuary possesses a design of elegant and symbolic simplicity. Decorations should enhance its beauty and not obscure its purpose as a place of worship.

1. The pulpit must never be removed from the upper floor level. It can be moved back toward the choir loft. The Baptismal Font and Communion Table may be moved for convenience.
2. The florist must adhere to guidelines (included).
3. Christmas and Easter decorations provided by Eastminster Presbyterian Church may not be moved or altered.

PHOTOGRAPHY AND AUDIO TAPING

All photography (video and still) and audio operations must follow specific policies (included) and:

1. will be under the direction of the minister and the Wedding Guild at all times;
2. will remain unobtrusive at all times; carefully adhering to the photographers policies;

ABSOLUTELY NO PICTURES INVOLVING FLASH EQUIPMENT MAY BE TAKEN DURING THE SERVICE BY PHOTOGRAPHERS OR GUESTS.

During the Ceremony and Processional, the photographer must remain outside the sanctuary.

Video equipment may be used during the service by the videographer from only the rear of the sanctuary, or from the choir loft utilizing remote control technology, provided the videographer's efforts remain unobtrusive (as stated in Photography Guidelines included in this packet.)

¹ Book Of Order, Presbyterian Church (USA), W-4.9005

FEES AND CAPACITIES OF FACILITIES

Listed below is the schedule of fees, reflecting the estimated cost of arranging and operating the facilities for weddings, rehearsals and receptions. For Non-Members a \$400.00 non-refundable deposit must be paid at the time of registration, and the balance is due no later than **30 days** prior to the scheduled wedding date. All deposits and fees for facilities and accessories should be made payable to Eastminster Presbyterian Church; fees and honoraria should be made payable to the individual involved (i.e., the organist, the minister, the sexton, and soloist). **Non-member fees are effective at time of inquiry, and will apply even if bride and/or groom become members prior to the scheduled wedding date.**

<u>FOR WEDDINGS</u>	<u>MEMBER</u>	<u>NON-MEMBER</u>
Wedding Fee	No charge	\$500.00
Wedding Guild Fee	\$100.00	\$100.00
Sexton Fee	\$100.00	\$100.00
Brides' Room: (included in reservation)	No charge	No charge

Maximum seating: 350

<u>FOR RECEPTIONS:</u>	<u>MEMBER</u>	<u>NON-MEMBER</u>
Fellowship Hall:	\$75.00	\$300.00
Sexton Fee:	\$50.00	\$50.00

Maximum Capacity:

Table Seating: 200

Standing: 225

CHURCH ORGANIST:

Fee based on the current AGO (American Guild of Organists) Guidelines. Please make check payable to the organist.

MINISTER'S HONORARIUM:

Member: (No specified fee)

Non-Member: \$250.00

All fees and honoraria must be paid in full thirty days prior to wedding date.

THE BRIDE'S CHECKLIST

It is the responsibility of the bride to relay all information to the proper individuals and to see that the policies are followed.

1. Tentatively schedule wedding date on church calendar with Wedding Guild.
2. Contact minister to confirm wedding date and to schedule counseling.
3. Receive the packet containing the wedding policies.
4. Read and become familiar with ALL wedding policies.
5. Return the completed reservation form and necessary deposit(s) to the Wedding Guild within 10 days of initial scheduling (item #1 above). This secures the reservation of the date and time.
6. Contact the Director of Music to discuss music for the wedding.
7. Schedule Church Organist to play for wedding.
8. Distribute appropriate policies to:
 - Still Photographer
 - Video Tape Operator
 - Florist
 - Caterer
9. Balance of fees are due one month prior to the wedding date and are to be remitted to the Wedding Guild. (Refer to fee schedule for details).

Church Information

Eastminster Presbyterian Church
3125 Sewell Mill Rd.
Marietta, Ga. 30062
Voice: 770-977-2976
Fax: 770-977-6524

Pastor: The Rev. Tim Erskine

Associate Pastor:

Director of Music: Mrs. Eileen Moremen

Church Organist Mr. Don Harris