



Planning Your
Wedding Ceremony
at

SECOND
PRESBYTERIAN

Finding direction by following Jesus.

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Important Phone Numbers

Ministers

Dr. George C. Anderson
The Rev. Elizabeth N.H. Link
The Rev. Benjamin S. Brannan
540.343.3659

Church Administrator

Mark Wigginton
540.343.3659

Pastors' Assistant

Meredith Koliba
540.343.3659

Wedding Director

Abrina Schnurman
540.520.4501

Church Organist

Marianne Sandborg
540.375.2214 (office)
540.344.3924 (home)

Flower Coordinator

Denise Revercomb
540.588.5111

A Christian Wedding Ceremony

Weddings in a Presbyterian church are not pageants but services of worship. One of the hallmarks of our Presbyterian tradition is simplicity in life and worship. We forget that the typical wedding ceremony we take for granted in our society was in past history the privilege of the nobility. The common ceremony in the Church of Scotland, the mother church of American Presbyterianism, was for the bride and groom to come forward at the end of Sunday worship to exchange marriage vows before the worshiping congregation. While this practice has been abandoned in our culture, it reminds us of the nature of Christian marriage.

The first words in the marriage ceremony set the context:

“Dearly beloved, we are assembled here
in the presence of God . . .”

We believe the most important person present is not the bride, nor the groom, nor the wedding party, nor the witnesses, certainly not the minister, but the God and Father of our Lord Jesus Christ by whose authority and grace a man and a woman become one in holy matrimony. To the extent that we obscure God's presence by making the wedding party the center of attention, we deny one of our most basic beliefs about Christian marriage.

Our sanctuary and chapel are available to members of this church. It is our expectation that church members will bring to the ceremony the spirit of reverence and courtesy appropriate for the use of God's house. Only under extraordinary circumstances will the church's facilities be available to non-members. The request of non-members must be made in writing to the Session of Second Presbyterian Church as soon as possible, although **non-member weddings may not be scheduled sooner than six months prior to the wedding date.**

If a minister from another church is to share in the marriage ceremony, a letter of invitation will be issued by a minister of Second Presbyterian Church. When another minister is invited, one of the ministers of our church must have some part in the ceremony. One of the several Presbyterian Orders for Marriage – customarily used in our church will be followed. **Any additions or changes in the Order selected must meet with the approval of the participating minister from Second Presbyterian Church.**

As you plan for this joyous occasion, we at Second Presbyterian Church want to assist in every way possible to make your wedding a sacred and memorable event. The governing body of this church, the Session, has established certain rules and standards for the use of this church. You are urged to read this booklet carefully. When you meet with the appropriate officials of the church, they will be able to answer any questions you may have.



Facilities Available

For Weddings:

Sanctuary maximum seating capacity, 375
Chapel maximum seating capacity, 150

For Reception:

Fellowship Hall

Our sanctuary is equipped with live stream capabilities for guests unable to attend in person. Arrangements must be discussed with the wedding director. The live stream technician's fee covers the production of the wedding ceremony.

Arrangements

By the time you receive this booklet, you will probably already have cleared your wedding date, time, and place (sanctuary or chapel) with the church administrative assistant and the participating minister. Now, you will need to:

1. Fill out the *Information Sheet for Marriages* form **completely** and return it to the church office within two weeks. **The form with all blanks filled in is required.**
2. Call the minister to schedule your premarital counseling.
3. Contact the Second Presbyterian wedding director to review your plans and expectations.
4. Make an appointment with the church organist to plan your music.
5. Call the church flower coordinator to discuss plans for flowers to be used in the church.

Church Wedding Director

Chapel or sanctuary weddings involving more than **10** guests require the presence of the wedding director. She is familiar with the church, its lighting, and the signaling system for the organist. The director's fee covers the rehearsal and the ceremony. **Please contact the director after your date has been approved.**

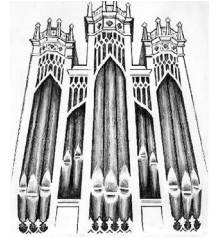
General Policies

1. No alcoholic beverages may be served or consumed on church premises.
2. Smoking is not permitted in the church building.
3. No rice, birdseed, flower petals, or other material may be thrown on any of the church property.
4. **Wedding ceremonies are not performed on holidays or during Holy Week.**
5. Wedding programs must contain the following notice:

“Since this is a service of worship, the use of flash cameras is not allowed.”

6. A policy statement regarding photographs and decorations (*enclosed in this booklet; extra copies available at church*) must be given to your photographers and florist. Their names and addresses **must** be included on your completed *Information Sheet for Marriages*.
7. To avoid applause in the church, there will be no presentation of the couple at the conclusion of the ceremony.

Music



1. All arrangements for your wedding music must be made in consultation with the church organist. This meeting should be well in advance of the wedding date so that sufficient time is available to allow for preparation.
2. It is customary for the church organist to play for wedding services since she is familiar with the organ and sanctuary. If another organist is desired, this must be approved by the church organist. The organist's fee covers the preparation, rehearsal, and wedding ceremony; the amount will depend on the complexity of the service and the number of additional rehearsals (for soloists) involved.
3. Arrangements for vocal or instrumental soloists must be discussed with the organist and wedding director.
4. Since the Christian wedding is a service of worship, all music selected must be music that is suitable for worship. If a guest organist is used, all music chosen must be approved by the Second Presbyterian organist.

Photography

1. No flash pictures may be taken in the sanctuary by either professional or amateur photographers from the time the first guest is seated until after all wedding guests have departed.
2. Photographs (without flash) are permissible only if taken from the narthex. The photographer must remain seated after entering the sanctuary.

3. No photographer may enter the sanctuary to photograph the processional or the recessional.
4. Video cameras are allowed only if the photographer remains stationary in the narthex. A stationary camera, operated remotely, may be placed in the choir loft.
5. Pictures of the wedding party may be taken in the sanctuary no later than one hour prior to the ceremony and after the ceremony following departure of the guests.

Flowers and Decorations

1. The church flower coordinator must be contacted as soon as the wedding is scheduled. A member of the church flower committee will arrange the sanctuary flowers for a wedding in the sanctuary. The host family will be billed by George's Flowers for the cost of the cut flowers only; there is no charge for arranging the altar flowers.
2. The flowers from a Saturday wedding in the sanctuary are to be left for Sunday worship services. The bulletin will state: "The flowers are from the wedding of (bride and groom) who were married here yesterday."
3. Pew markers, if desired, are the responsibility of the professional florist. They must be completed before they are brought to the church; on-site arranging is not permitted. No additional flowers or decorations of any kind are allowed in the sanctuary.
4. When the church has been decorated for Christmas, Palm Sunday, or Easter, these decorations must be used for weddings performed during these seasons. No additional flowers or decorations may be used.



5. Candelabra may be rented through your florist. **Only the permanent candles belonging to the church or florist may be used.**
6. The church does not have a "Unity Candle," nor do we allow the use of one.
7. Tacks, nails, etc., may not be used.
8. The chancel furniture may not be moved.
9. The church provides a kneeling bench upon request.
10. The church does not provide a white aisle runner. If one is desired, the florist must provide and install it.
11. All decorating must be completed on Saturday mornings before noon when the church closes. Bouquets may be delivered when the church reopens before the wedding.

Rehearsal

1. The time of rehearsal will be set in consultation with the minister. Rehearsals will begin promptly at the appointed hour.
2. The bride and groom are responsible for notifying all members of the wedding party of the rehearsal time.
3. The marriage license should be brought to the rehearsal.
4. **If programs are to be used at the wedding, they must be brought to the church at the time of the rehearsal.**

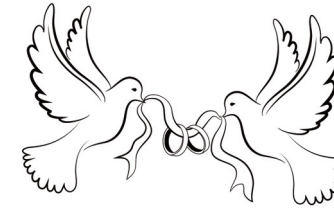
Dressing at the Church

If the wedding party wishes to dress at the church, the church wedding director must be notified so that proper arrangements can be made. The church can assume no responsibility for clothing or other articles left at the church. The host family is responsible for all areas used by the wedding party.

Reception

When church facilities are to be used for the reception, arrangements must be made with the church administrative assistant well in advance. The following rules must be observed:

1. No form of alcoholic beverage may be served or consumed on church premises.
2. Use of kitchen equipment must be cleared with the church administrator.
3. The host family will be responsible for the use of the kitchen and for damage to any equipment.
4. All food and drink must be consumed in the area reserved for the reception.
5. The kitchen and reception area must be cleaned and cleared of all unused food, drinks, etc.
6. Caterers must be approved by the church administrator.



Expenses

Church Members

Church members will pay the organist and the wedding director at the time of the rehearsal or earlier. If there are additional fees for extra services, they will be billed after the wedding. General fees are as follows:

Wedding Director	\$300.00
Organist	\$300.00
(or more, depending on the complexity of the music)	
Church Sexton	\$125.00
(to be paid directly to the church)	
Live Stream Technician	\$100.00

Non-Members

The wedding fee for non-members for the use of the church and its staff is \$1,300.00. This must be paid in full when the wedding is scheduled. **Non-member weddings may not be scheduled earlier than six months prior to the wedding date.**

If there are additional fees for extra services, including the use of church facilities for a reception, they will be billed after the wedding. Please speak to the church administrator.



THIS 2021 PUBLICATION REPLACES ALL PREVIOUS
SECOND PRESBYTERIAN CHURCH WEDDING PUBLICATIONS.