

Wedding Policies

The First Presbyterian Church
20 North Dixie Avenue
Cookeville, Tennessee 38501-3324
(931) 526-4426

Congratulations on your decision to enter the estate of Christian marriage. We are delighted that you will solemnize your vows in a worship service at First Presbyterian Church. The following pages set forth long-standing policies for weddings at The First Presbyterian Church of Cookeville. Reference numbers indicate quotations from the "Directory for Worship," Book of Order, Presbyterian Church, U.S.A.

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 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 man to each other, publicly witnessed and acknowledged by the community of faith." (W-4.9001)

Preparing for Marriage

"In preparation for the marriage service, the minister shall provide for a discussion with the man and woman concerning (1) the nature of their Christian commitment, assuring that at least one is a professing Christian, (2) the legal requirements of the state, (3) the privileges and responsibilities of Christian marriage, (4) the nature and form of the marriage service, (5) the vows and commitments that they will be asked to make, (6) the relationship of these commitments to their lives of discipleship, and (7) 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-4.9002)

Time and Place of the Service

"Christian marriage should be celebrated in a place where a community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the Pastor and the supervision of the session. 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." (W-4.9003)

Music and Appointments

"Music suitable for the marriage service directs attention to God and expresses the faith of the church. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life." (W-4.9005)

The Minister

The Pastor of the First Presbyterian Church shall officiate at all weddings in the church. Participation of other ministers must be authorized by the session and approved by the pastor. If other ministers are to be invited to assist, this arrangement must be made two months in advance of the wedding. Preparation for your wedding will include three meetings (bride, groom, and Pastor).

The Rehearsal

The Pastor is familiar with wedding customs and will direct the rehearsal. The church provides a Wedding Coordinator to assist the bridal party in use of the facilities and advise them as to the scheduling needs of the church. The wedding Coordinator will attend one of your meetings with the Pastor.

License

The state of Tennessee requires each couple to apply for a "Wedding license" authorizing their pastor to perform their wedding ceremony. The license may be obtained from the county where the bride resides or in which the marriage takes place. The Pastor must have the license before the rehearsal.

Catering and Reception Matters

If the church Fellowship Hall and kitchen are requested, a designated member of the church, acquainted with locations of items and procedures, must be consulted. Dishes, tables, table service, and table coverings may be used under this person's guidance. The church Fellowship Hall is adequate for wedding receptions, but the church does not offer catering services. Caterers are responsible for cleanup of the kitchen and for any damage to kitchen equipment.

No alcoholic beverages may be served on the church premises. Smoking in the church building is prohibited. Neither rice nor birdseed may be thrown inside the building. Birdseed may be thrown in the parking lot.

Decorations and Floral Arrangements

1. Floral decorations should be appropriate to the sanctuary, and the joy of the occasion. Nothing may obstruct the view of the cross.
2. No-wax candles, including Unity Candles, may be used in the service.
3. An "aisle cloth" or runner may be used in the ceremony.
4. A kneeling bench may be used.
5. Decorations on the pews must not be fastened with tape.
6. A no-wax "unity candle" may be used.
7. Florist equipment and all decorations must be removed from the sanctuary immediately after the ceremony by the florist or floral provider.
8. Exceptions and additions to these policies must be discussed with the Pastor and the Wedding Coordinator.
9. Repair of damage to church property caused by the florist or floral provider will be billed to the florist or floral provider.

I have read and I understand the policies established by the First Presbyterian Church and will abide by their requirements.

Florist/Flower Provider

Music

The wedding is a worship service. Therefore, the music must be appropriate for the occasion. Arrangements for all music must be made with the church organist who plays for all weddings in the church.

The organist's compensation is based on one consultation, the wedding rehearsal, and the wedding ceremony. During the consultation, the organist will discuss the following:

1. Music to be played prior to the service, processional, and recessional.
2. Possible participation by guest musicians.
3. Exceptions to any policies should be discussed with the Pastor, Organist, and Wedding Liaison.
4. Final determination of appropriateness of requested music lies with the Pastor and Church Organist.

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Guest Musicians

Photographs

1. Picture taking shall in no way interfere with the wedding ceremony.
2. No flash pictures are to be made in the sanctuary during the service.
3. Pictures may be made in the sanctuary before and after the service.
4. If a VCR camera is used, it shall be used in one, approved position, without extra lighting.
5. Exceptions and additions to these policies must be discussed with the Pastor and the Wedding Coordinator.
6. The Photographer assumes responsibility for any damage to church property.

I have read and I understand the policies established by the First Presbyterian Church and will abide by their requirements.

Photographer

(Worship Committee approved new Wedding fees on 10/18/15)

	Member	Non Member
Use of facilities:	Free	\$550
Minister's fee	TBD	TBD
Organist	\$250	\$250
Wedding Coordinator	\$200	\$200
Custodian Service	\$100	\$100

(rebate of \$100 if Fellowship hall and Sanctuary are left clean and all decorations removed)

TOTALS	\$550	\$1100
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\$300 is due at the time the church is reserved with the balance due four weeks before the wedding.

Special requests that require modification of facilities or extraordinary time commitment of the professional staff may incur additional fees and must be approved by the Session. When appropriate, fees can be waived by the Session for use of the facilities and by the professional staff at their discretion.

Make checks (deposit and balance) payable to *The First Presbyterian Church of Cookeville*. Deliver any balance to the church office by 1:00 p.m., Monday through Friday, two weeks before the wedding.

For Members: There is no charge for use of the church facilities for members or children of members. There is no fee required by the Pastor, but an honorarium is customary.

\$150 is due at the time the church is reserved with the balance due two weeks before the wedding.

Procedures

If these policies are acceptable, the persons planning to be married must take the following steps:

1. Contact the church office to reserve the church for the time of the wedding and the rehearsal.
2. Make an appointment with the Pastor for a first-conference.
3. Fill out a *Wedding Information Form* (attached) and give it to the Pastor at the first conference.
4. Start arrangements for music, floral decorations, catering, photographer, and other participants.
5. The remainder of the applicable fees should be paid two weeks prior to the wedding.

I have read and understand the policies established by the First Presbyterian Church and will abide by their requirements.

NAME (Please PRINT as it appears on Marriage License) SIGNATURE DATE

NAME (Please PRINT as it appears on Marriage License) SIGNATURE DATE

WEDDING INFORMATION FORM

(This form must be returned to the First Presbyterian Church before the first conference with the minister.)

1) Bride's Name: _____ Home Phone: _____
Work Phone: _____

Address _____ City _____ State _____ Zip Code _____

Bride's Church Membership: _____

2) Groom's Name: _____ Home Phone: _____
Work Phone: _____

Address _____ City _____ State _____ Zip Code _____

Groom's Church Membership: _____

3) Wedding Date: _____ Time: _____
(Month) (Day) (Year)

4) Rehearsal Date: _____ Time: _____
(Month) (Day) (Year)

5) Florist: _____

6) Photographer: _____

7) Caterer: _____

8) Social gathering in the Church Fellowship Hall?

Rehearsal dinner? _____ Reception? _____

9) Are the policies of the church, and the schedule of charges clearly understood and acceptable to you?

(Signature please)

Address _____ City _____ State _____ Zip Code _____

Home Phone: _____

Work Phone: _____

**Return this form to: The First Presbyterian Church
20 North Dixie Avenue
Cookeville, Tennessee 38501**

Information received in Church Office by: _____ Date: _____