

# Wedding Procedures & Policies

## First Presbyterian Church ~ Canyon, Texas

“God has ordained that a man and a woman may enter together into the estate of marriage, pledging their love and promising fidelity each to the other, as long as both shall live.”

*Book of Order 22.01*

“The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present, and the service shall be under the sole direction of the minister.”

*Book of Order 22.03*

### Procedures

#### Timeline

#### Date

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1. Contact the church office and receive First Presbyterian Church Canyon *Procedures and Policies and Information Sheets*.
2. Make an appointment to meet with the minister.
3. Schedule date and time of ceremony with the church secretary and minister. Enter date on church calendar.
4. Schedule counseling sessions with minister.
5. Contact organist and vocalist.
6. Fill out Wedding Information and return to church office two months prior to the wedding. Minister and the Moderator of the Worship Committee will review this document.
7. Enclose deposits for building, organist, and sexton with the Information Sheets.
8. If the reception is to be held in the church, contact church office.

### Policies

The purpose of these Policies is to relate our Christian beliefs to our people at these times and to make the marriage ceremony a Christian witness to our community.

#### Facility

1. The facilities of the First Presbyterian Church-Canyon are not for rent. They are available for weddings of members and their immediate family members, i.e., father, mother, son, or daughter. FPC facilities may be used for the weddings of non-members who are involved in the life of this particular church (close friends of church members or youth who have attended church functions).

#### Pastor

2. The pastor of FPC is expected to be the officiating minister at weddings performed in this church. A guest pastor may assist or officiate at the wedding if a request is made to the

host pastor who then will issue the invitation to the guest pastor.

- Music 3. The FPC organist will play for all weddings. Arrangements for other musicians must be approved by pastor. Popular music, love songs, taped accompaniment, and tunes that express sentimentality rather than religious faith are to be avoided in the worship service, but are appropriate for the reception.
- Photography 4. Photographers and operators of video cameras are restricted to the area at the back of the sanctuary and must not move about during the service. No flash cameras may be used, except for the processional and recessional.
- Flowers & Decorations 5. All flowers and decorations used in the sanctuary must be used in moderation and should not detract from symbols of the faith.
- Candles 6. Only drip less candles may be used in the sanctuary.
- Furniture 7. All furniture in the sanctuary (pulpit, communion table, baptismal font, and elder's bench) shall remain in place. These items are easily broken and internal wiring will be damaged if they are moved.
- Reception 8. Receptions may be held in the Fellowship Hall, Parlor, or Courtyard. FPC prohibits the use of alcohol, smoking, and dark fruit juices. No linens will be provided. Only birdseed can be used for departure of the wedding couple.
- Sexton 9. The sexton is responsible for the final clean up for rehearsal, wedding and reception.

### **Checklist**

#### **Church Facilities**

	<u>Needed Yes/No</u>	<u>Fee</u>
1. Sanctuary	_____	<u>none</u>
2. Parlor	_____	<u>none</u>
3. Fellowship Hall	_____	<u>none</u>
4. Kitchen	_____	<u>none</u>
5. Courtyard	_____	<u>none</u>
6. Dressing rooms	_____	<u>none</u>
7. Nursery	_____	<u>\$7.00 per hour per attendant</u> (if provided by church)

#### **Church Personnel**

	<u>Needed Yes/No</u>	<u>Fee</u>
1. Pastor	_____	<u>discretionary</u>
2. Organist	_____	<u>\$100.00</u>
3. Sexton	_____	<u>\$50.00 per event</u>

#### **Additional personnel for wedding**

	<u>Needed Yes/No</u>	<u>Fee</u>
1. Vocalist	_____	_____***
2. Additional musicians	_____	_____
3. Wedding coordinator	_____	_____
4. Florist	_____	_____
5. Visiting minister	_____	_____
6. Sound system operator	_____	<u>\$25.00 per hour</u>

\*\*\*\$50.00 is a standard fee.

## Wedding Information

### General Information

Bride \_\_\_\_\_

Address \_\_\_\_\_

Groom \_\_\_\_\_

Address \_\_\_\_\_

Phone #s \_\_\_\_\_

Address after marriage \_\_\_\_\_

Bride's parents \_\_\_\_\_

Groom's parents \_\_\_\_\_

Outside wedding coordinator \_\_\_\_\_

### Rehearsal

Date \_\_\_\_\_ Time \_\_\_\_\_

### Rehearsal Dinner

Location \_\_\_\_\_

If in Fellowship Hall,  
Caterer's name \_\_\_\_\_ Phone \_\_\_\_\_

Set up time \_\_\_\_\_ Serving time \_\_\_\_\_

Clean up time for caterer \_\_\_\_\_ and sexton \_\_\_\_\_

### Wedding Ceremony

Date \_\_\_\_\_ Time \_\_\_\_\_

Officiating minister \_\_\_\_\_  
from \_\_\_\_\_ Church

Will the bride and attendants dress at the church? \_\_\_\_\_

If yes, when \_\_\_\_\_

Will the groom and attendants dress at the church? \_\_\_\_\_

If yes, when \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

When will flowers arrive? \_\_\_\_\_

Will the flowers be left for the Sunday morning service? \_\_\_\_\_  
 When will flowers be picked up? \_\_\_\_\_ By florist? \_\_\_\_\_  
 Organist \_\_\_\_\_ Phone \_\_\_\_\_  
 Pianist \_\_\_\_\_ Phone \_\_\_\_\_  
 Soloist \_\_\_\_\_ Phone \_\_\_\_\_  
 Additional musicians \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Photographer \_\_\_\_\_ Phone \_\_\_\_\_  
 Pictures taken after the wedding? \_\_\_\_\_ For how long? \_\_\_\_\_

**Music – See church secretary for suggested music during service**

**Suggested Organists for Weddings**

Dr. Robert Beckley 374-6650  
 Ann Root 655-3340

**Suggested Pianists for Weddings**

Ann Root 655-3340

**Suggested Vocalists for Weddings**

Julie Petruccione 655-1858

**Reception**

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

If the reception is to be held at the church, what is the estimated time the reception will end and sexton can begin clean up? \_\_\_\_\_

Will outdoor facilities be needed? \_\_\_\_\_

What date and time will the caterer arrive? \_\_\_\_\_

What date and time will cake arrive? \_\_\_\_\_

What date and time will the decorator arrive? \_\_\_\_\_

Will the church's chairs and tables be needed? \_\_\_\_\_

If so, how many? \_\_\_\_\_

**Additional Information**

(if required)

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