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Your Wedding  
at  
Faith  
Presbyterian  
Church

Faith Presbyterian Church  
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**INFORMATION FOR WEDDINGS AND RECEPTIONS**  
**AT FAITH PRESBYTERIAN CHURCH**

Your marriage is a sacred undertaking. It is a happy social occasion, but its social importance is only secondary to its spiritual significance. It is a Biblical Ordinance enacted in the setting of a service of Divine Worship. It is the uniting of two people, traditionally a man and a woman under the blessing of Almighty God. According to THE BOOK OF ORDER:

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a teach elder in the Presbyterian Church (U.S.A.) who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrates sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of [the Worship & Music Committee and] the session, which has authority to permit or deny the use of church property for a marriage service.

The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of [the Worship & Music Committee and] the session. In a service of marriage, the couple marry each other by exchanging mutual promises. The teaching elder witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

We are happy that Faith Presbyterian Church can serve you at this important time. The sanctuary and other facilities at Faith are available only to church members and their families.

Certain procedures, based upon our long experience, have been approved by the session of Faith as helpful guides to the success of your wedding. In order to serve you most effectively, we ask that you, and all those involved in the wedding, please comply.

### ***Reservations***

Before your wedding date is set, it must be cleared with the church office for use of the Sanctuary, the Fellowship Hall or the Parlor, and approved by the teaching elder, Worship & Music Committion, and session. The Sanctuary seats approximately 750. (Weddings normally are not scheduled on Sundays, during Holy Week, or the weekend before or after Christmas and Easter.)

### ***The Role of the Minister and Session***

It is assumed that one of the ministers of Faith Presbyterian Church shall have the privilege of officiating at all weddings in its Sanctuary. In cases where the principals of the wedding desire another minister to participate in the ceremony, this shall be discussed with the officiating minister who then will invite the visiting minister to participate in the ceremony and determine his\her role in it.

If the teaching elder of Faith recommends the marriage take place, this recommendation is sent to the Worship & Music Committee and the Session for action in accordance with the Church Policy & Procedures Manual, Chapter VII (Santuary Events).

### ***The Role of the Wedding Director***

Although you may be using the services of a wedding consultant, Faith Presbyterian has wedding coordinators who direct all weddings. The bride will be contacted by the Pastor's Assistant, and appropriate meetings will be scheduled prior to the wedding date.

### ***Wedding Music***

One of the most important decisions you will make about your wedding is the choice of music. In worship here at Faith Presbyterian Church, music helps to praise and glorify God and to express the faith of the Christian community and the Christian family.

Your wedding is also a worship service - therefore, its music should focus on this. Secular music is not appropriate for this type service.

Traditionally, there have been such songs as "Because", "I Love You Truly", "Oh Promise Me", etc., that have been a part of many weddings. These songs do not glorify God and the Christian faith. They are romantic love songs and are out of place in a worship service. This also applies to many contemporary love songs.

When choosing your music for the wedding, ask yourself if the music can be used for the morning worship service. **Remember: the music is to glorify God, to celebrate the Christian marriage and express the faith of the participants.**

## ***Procedures***

The selection of music for the wedding service should maintain the highest dignity in glorifying God. With that in mind, **the wedding couple must contact the Organist to discuss the wedding music.** The church organist should be contacted and secured as soon as the wedding is scheduled with the church office. The wedding couple will meet at least once with the organist prior to the wedding rehearsal. The organist will help the couple choose musical selections which, while subjective, reflect theological integrity and musical excellence. **No pre-recorded or taped music is allowed.** The couple should meet with the organist no later than two weeks prior to the wedding for traditional music and four weeks prior if they are considering instrumentalists or anything unusual.

## ***Guest Musicians***

Ordinarily the church organist plays for all weddings. Exceptions to this rule are granted only if the guest organist has had sufficient training on the pipe organ and is approved by the Director of Music, the church organist and the minister.

Should the wedding couple desire instrumentalists or vocalists, the Director of Music and the organist can help suggest qualified musicians and appropriate selections. When considering guest musicians, it is best to make the arrangements as early as possible.

## ***Photographers***

**No photographs will be permitted during the ceremony, except from the balcony, either by professional photographers, family members or others.** The taking of pictures violates the sacredness of this service of worship. It is suggested that as many pictures as possible be taken before the service. The pastors will cooperate in simulating any part of the service for photographing immediately after the service. The processional and recessional may be photographed only from the narthex. The church reserves the right to exclude photographers who fail to observe these rules. It is important that the party arranging for the wedding give the photographer and videographer the church's policy regarding photography.

**Information should also be provided to friends and family who are taking pictures unofficially.** (Videotaping during the service is acceptable from the balcony only, however, an unmanned camera may be placed in a concealed position in the Chancel.)

## Receptions

The Fellowship Hall, Courtyard and Kitchen are available for receptions. The use of these facilities should be scheduled through the Pastor's Assistant when the wedding date is secured.

An approved and engaged caterer is expected to confer with the Pastor's Assistant well in advance of the wedding. We reserve the privilege of approval or disapproval of such caterers.

Items available for Receptions:

1. Punch bowls (1), cups (200 glass)
2. Regular church china (white) and stainless steel flatware.
3. Folding tables (6 ft. & 8 ft.) such as are used for serving church suppers.

## ***Intoxicants***

All members of the wedding party shall abstain from the use of intoxicants prior to the wedding and rehearsal. The pastor has the right to refuse to officiate at a ceremony should this provision be disregarded. **NO alcoholic beverages shall be served on church property.**

## ***Smoking***

Smoking in any church building is prohibited.

## ***Bride's Dressing Rooms (Parlor)***

The Katherine Gramling Memorial Parlor is available for the one member of the wedding couple, traditional the bride and her attendants, before the wedding. Since Faith Presbyterian Church disclaims any responsibility for the loss of personal items, it is advisable that valuables are not left in the room. We provide a full length mirror and hanging rack.

## **Use of Rice and Bird Seed**

No rice shall be thrown. Bird seed may be thrown outside and away from the entrance to the building only. Bird seed on the walkways creates a safety hazard especially on steps. Departures are encouraged across grass areas. Bird seed may not be passed out within the building and once the bird seed is thrown, the wedding party may not re-enter the building. A fee of \$25 shall be charged to the person or persons who contracted for the use of the church for the wedding if bird seed is scattered on the floors or steps of the buildings).

## **Parking**

Faith Presbyterian Church is fortunate to have ample paved parking on the church grounds, therefore, it is asked that you do not park on the grassy and landscaped areas.

## **Childcare/Nursery**

For liability reasons, no child care will be provided for any wedding-related activities on church property.

## **Rules for Decorating**

We believe that our Sanctuary is unusually well arranged and appointed for beautiful and religiously meaningful wedding ceremonies. Christian art, symbolism and chancel appointments all combine to provide an adequate and reverent setting for your wedding. Sacristy committee members are available to help suggest ways in which the sanctuary can be decorated simply and appropriately should you need assistance.

**No flower arrangements are allowed on the Communion table.** It is suggested that the flowers be limited to those in the two vases on the flower pedestals. Additional flowers, ferns, etc. may be used if they in no way obscure the view of the altar. (No artificial flowers are permitted). Living arrangements are a symbol of the living Christ and appropriate for a worship service. In view of the appointments of our chancel, excessive use of floral decoration is not in order. Flower liners, but **not the containers**, may be taken from the church for the purpose of arranging the flowers. It is suggested that arrangements be a minimum of 36" tall to be effective from the back of the Sanctuary.

Potted palms or greenery as well as containers of flowers set on the carpet must be placed on protective waterproof saucers so that no dampness seeps through.

Since the Chancel and aisles are carpeted, it is suggested that no aisle cloth be used. (Since such cloths were originally used to protect the bride's train on stone and wood floors, it is pointed out that on a clean, carpeted floor, such cloths are not only unnecessary, but actually detract from the beauty of the Sanctuary and can be a safety hazard from tripping on the cloth.) Fresh flower petals cannot be strewn in the aisles as they stain the carpet. Silk petals may be used.

No article of furnishing shall be moved out of its place. The Guest Book may be placed in the narthex on the lectern or on a small table. No tacks, nails, pins, screws or any other object shall be driven into walls, floors, pews or other furnishings. No use of adhesive material is permitted on the walls, pews, brass candle holders, carpets or other furnishings. Any damage done to the furniture or furnishings shall be repaired to the satisfaction of the church by the party responsible. **Persons having Saturday weddings in the Sanctuary must make plans to leave the flowers for the Sunday morning worship services as a way of sharing the event with the congregation.** This should be co-ordinated with the Pastor's Assistant. An appropriate acknowledgment will be placed in the church bulletin. All church property will be removed by the Sexton. All other decorations, except the altar flowers remaining for the Sunday services, should be removed promptly after the ceremony by the wedding party or its florist or designee. The church can take no responsibility for decorations or equipment left in the church after the wedding. Flowers from the Sunday services may be picked up Monday morning by the family or they will be delivered to the hospital or homebound by the Sacristy Committee. Please let the Pastor's Assistant know if you plan to pick up the flowers.

Chase tapers and dripless candles are provided for all candelabra and candle holders. **No candles other than these are permitted.**

The following items are available for your use:

1. Tall 7 branch brass floor candelabra (2)  
Short 7 branch candelabra (2)  
Short single candelabra (2)
2. Pew candle holders (12)
3. Brass candle lighters/snuffers (2)
4. Brass urn-shaped containers for flowers (2)
5. Tall brass straight containers for flowers (2)
6. Wooden pedestals - 2 pairs (4) - different heights
7. Kneeling bench
8. Linen kneeling bench cover trimmed with off-white lace

The items used for the wedding will be placed in the sanctuary by a staff member or Sacristy representative.

Please instruct the florist to set up a delivery time for the flowers with the Pastor's Assistant.

### ***Flower Room***

The flower room can be opened for you or your florist if necessary. Arrangements must be made for this service with the Pastor's Assistant. Any and all items brought into the flower room should be taken out when decorating is completed. If tables, tools, or supplies are used from the room, please return them to the space provided. Unused or leftover materials should be taken away immediately or bagged with special instructions as to the disposition. The room should be clean and ready for use at all times.

Under no circumstances may church property (candle or flower containers, stands, etc.) be removed from the church premises.

### ***Air Conditioning***

This service is provided without additional cost. When requested by florists or family to operate air conditioning longer than three hours for preservation of flowers, we reserve the right to make an additional charge.

## ***Financial Costs of Your Wedding***

You will have discovered that a large formal church wedding and reception are quite expensive. Among these expenses are certain charges the church must make simply to meet our costs of building maintenance, utilities and custodial care. Our Session has approved a schedule of charges for church use for church member families **(must join church at least 6 months before the scheduled service)**. Our own custodian must be employed to see that all rooms are clean and in proper order.

### ***Church Members or Their Families***

For Faith Church member families the following charges are made for actual expenses. **These and the custodial fees are due 2 weeks prior to the wedding.**

Sanctuary Wedding	\$400.00
Parlor Wedding	325.00
Organist	150.00
Sexton (Sanctuary)	100.00
Sexton (Reception)	50.00
Fellowship Hall	75.00
Kitchen	65.00
Deposit	40.00

**(Due at time wedding is scheduled on church calendar)**

NOTE: If the sexton is required longer than stated times, appropriate overtime charges will be billed at \$15.00 per hour. This is referred to Buildings and Grounds.

Checks are to be made out to Faith Presbyterian Church for all fees except for Organist and Sexton, which are to be payable to those persons individually.

If sound technician or additional services are required of the organist, those persons will negotiate the fees.

### ***Clergyperson's Honorarium***

It is the privilege of the pastors of Faith Presbyterian Church to unite in marriage those persons who are members of their congregation, or their family members; therefore, there is no set fee.

### ***Church Organist's Fee***

The organist is a professional musician; therefore, an appropriate stipend is expected. The fee is \$150.00. Church members should pay this fee no later than the time of the rehearsal. The organist is required for all wedding rehearsals. Again, it is requested that our church organist be used for weddings held at Faith Presbyterian Church.

The Director of Music or the organist can suggest additional musicians (soloist and instrumentalist) if you desire. Although the fee is preset for the organist, an appropriate fee should be paid to all additional musicians as well.

## **A GUIDE FOR THE SELECTION OF WEDDING MUSIC**

### ***PROCESSIONALS AND RECESSIONALS***

This is a short list of music that can be used for processions and recessions.

Hymns (taken from The Presbyterian Hymnal, 1990)

"All Creatures of Our God and King", page 455  
"Joyful, Joyful, We Adore Thee", page 464  
"Now Thank We All Our God", page 555  
"Praise, My soul, the King of Heaven", page 479  
"Praise Ye the Lord, the Almighty", page 482  
"Rejoice Ye Pure in Heart", page 145  
"Thine is the Glory", page 122  
"When in Our Music God is Glorified", page 264

J. S. Bach

"Jesu, Joy of Man's Desiring"  
"Now Thank We All Our God"  
"God My Shepherd Walks Beside Me" (tune - Sheep May Safely Graze)  
"Sleepers Awake"

John Bennett

"Trumpet Voluntary in D"

William Boyce

"Trumpet Tune in D"

Andre' Campra

"Rigaudon"

Jeremiah Clarke

"Trumpet Voluntary in D Major"

Edward Edgar

"Imperial March"

Eugene Gigout

"Grand Choeur Dialogue"

G.F. Handel  
"Allegro Vivace"  
"Allegro Maestoso"

David Johnson  
Any trumpet tunes for organ

Benedetto Marcello  
"Psalm XIX"

Jean Mouret  
"Rondeau"

Flor Peeters  
"Aria"

#### **VOCAL SOLOS**

"Be Thou My Vision", page 339  
"Blessed Jesus, At Your Word", page 454  
"Deck Yourself, My Sons, with Gladness", page 506  
"Love Divine, All Loves Excelling", page 376  
"Not For Tongues of Heaven's Angels", page 531  
"O God, You Give Humanity Its Name", page 532  
"O Perfect Love", page 533  
"The Grace of Life is Theirs", page 534

J.S. Bach  
"God My Shepherd Walks Beside Me"  
"My Heart Ever Faithful"  
"O Love That Casts Out Fear"

Roberta Bitgood  
"The Greatest of These is Love"

Paul Bunjes  
"Love Divine, All Loves Excelling"  
Joseph W. Clokely  
"O Perfect Love"

Fern Dunlap  
"Wedding Prayer"

Antonin Dvorak  
"God is my Shepherd"

Cesar Franck  
"O Lord Most Holy"

David Johnson  
"The Lord's Prayer"

Austin Lovelace

"Jesus, Stand Beside Them"  
"O God of Love, To Thee We Bow"  
"A Wedding Benediction"

Daniel Moe

"The Greatest of These is Love"

Flor Peeters

"Wedding Song"  
"The Lord's Prayer"

Eric Thiman

"The God of Love My Shepherd Is"

Arthur Trew

"Brother James' Air"

Melchior Vulpius

"Abide with Them, Dear Savior"

Healey Willan

"My Lord, Life, Love"  
"O Perfect Love"

There are also many collections that provide appropriate music for the wedding ceremony. Examples include:

Donald Busarow - A Ring of Gold  
Paul Bunjes - Wedding Blessings  
Antonin Dvorak - Biblical Songs, Vols. I and II  
Heinrich Schutz - Five Sacred Songs  
Dale Wood - Five Wedding Songs

**Remember:** If the music can be used for a typical worship service, it can be used for a church wedding.

\*\*\*Suggestions for books to help plan your wedding.

Bridal Guide by Pamela Thomas (Third Edition)  
(A complete guide to weddings in churches and synagogues)  
Fifth Avenue Brides Publishing Company, Inc.  
La Crosse, Wisconsin 54601

\*Your Wedding by Winifred Gray

\*You and Your Wedding by Winifred Gray

\*Both Winifred Gray books are available in the church library.

**RULES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS  
OF WEDDINGS**

We are happy to cooperate in every way to make possible a complete photographic record of a wedding. The rules set here are for the purpose of maintaining the sacredness and dignity of the marriage ritual and its accompanying ceremony.

1. The photographer must remain in the Narthex. He/she may not take pictures in the sanctuary during the ceremony except from the balcony and then without using a flash.
2. He/she may take photographs at the Narthex door as the wedding couple enters the sanctuary. He/she may take pictures from this same spot during the recessional as the wedding couple returns.
3. The ministers are available for re-posing the wedding scene and such other "action shots" for a reasonable length of time following the ceremony, if the wedding party so desires.
4. Videotaping during the service is acceptable from the balcony only; however, an unmanned camera may be placed in a concealed position in the Chancel. The photographer and the videographer should be urged to attend the rehearsal.

Failure to observe these regulations will make it necessary to ban the concerned photographer from the church during any future weddings.

It is requested, also, that photographers reduce the noise incident to their activity as much as possible. The clicking of shutters and shifting of cameras and other equipment is a very distracting and an undesirable element in a worship service.

(Extra copies of Rules for Photographers & Videographers of Weddings  
are available at the church office)