

*A Handbook for
Christian
Marriage*



The First Presbyterian Church

4901 Hardy Street

Hattiesburg, Mississippi 39402

601-268-0303 www.fpcpca.net

My dear friends:

I want to congratulate you on this wonderful occasion of your engagement. We appreciate your desire to have your wedding in a church. Such a desire signals your understanding that marriage is a sacred institution, formed ultimately by God's providence and regulated by God's Word. The ministers and session of First Presbyterian Church express our hope that God will guide, bless, and enrich you with every spiritual blessing as you begin this new chapter in your lives.

Because of the size and activities of this church, the church's elders (also called the Session) must require a number of things from anyone applying for their wedding ceremony to be held at First Presbyterian Church. The wedding policies developed and practiced by this church's Session are designed to promote God's glory, the church's peace, and the couple's happiness. Ultimately, our prayer is that these policies will assist you in beginning your marriage at the right place: in the worship of God gathered with a congregation of church members, friends, and family.

As the wedding ceremony says, "The happiness contemplated by this union is realized only by those who fully appreciate its sacredness and are faithful in the performance of the mutual obligations growing out of it, and who seek daily God's blessing." By God's grace, may you know this happiness by doing so.

In the grip of God's grace,

Sean Michael Lucas

Senior Minister

First Presbyterian Church

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CHECKLIST FOR YOUR WEDDING AT FIRST PRESBYTERIAN CHURCH

AS SOON AS POSSIBLE

- Read this handbook, *A HANDBOOK FOR CHRISTIAN MARRIAGE*. When you have decided that you want to have your wedding at First Presbyterian Church (hereafter referred to as FPC), please complete and sign the "Application to be Married at FPC" (p. 5) to indicate that you have read the handbook, understand the policies and agree to abide by all policies and fees.
- Call the church and check for the availability of your desired wedding date.
- Return the "Application to Be Married at FPC" (p. 5) to the church office with your \$100 deposit. One of the ordained pastors at FPC will arrange to meet with you and he will approve/disapprove your application. After approval, your date will then be placed on the church calendar. Our Wedding Coordinator will contact you and arrange a time to meet with you (and if possible, your mother and the groom) at the church.
- Contact the church office to arrange for appointments with one of the FPC pastors for the pre-marital counseling program. Return (in a sealed envelope) the Marital Readiness Questionnaire (Appendixes G-1, p. 26 and G-2, p. 28) and the Self-Evaluation Questionnaire (Appendixes H-1, p. 30 and H-2, p. 31) to the church office at least one week before the first counseling session with the pastor.

TWO MONTHS BEFORE YOUR WEDDING

- Contact the FPC organist (Dr. Samuel Porter) for approval of the music for your wedding.
- Give copies of Appendixes B-1, B-2, C-1, C-2, D-1, D-2, E-1 and E-2 (pp. 15-23) to the designated people.

ONE MONTH BEFORE YOUR WEDDING

- Special (accompaniment) music must be given to the church organist.
- The signed "Church Policies for Wedding Photographer" (Appendix B-2, p. 16) is to be returned to the church office.
- The signed "Church Policies for Wedding Video Photographer" (Appendix C-2, p. 18) is to be returned to the church office.
- The signed "Church Policies for Florist" (Appendix D-2, p. 20) is to be returned to the church office.
- The signed "Church Policies for Caterer" (Appendix E-2, p. 22) is to be returned to the church office.
- By now, you and the FPC wedding coordinator should have met at least once, reviewed "Wedding Details" ... (Appendix A, pp. 12-14) and discussed the wedding plans together so that it is clear to you both how you want your wedding to be organized.

TWO WEEKS BEFORE YOUR WEDDING

- Return "Wedding Notes for Facility Custodian" (Appendix F, p. 24) to church office with your check for the fee(s) (see p. 11).
- Pay organist, minister and wedding coordinator. (see p. 11). Checks should be made payable to the designated individuals (NOT to the church) and mailed or handed delivered to the church office.
- Pay fees due to FPC (see p. 11). Make check payable to *First Presbyterian Church* and mail or hand deliver it to the church office.

REHEARSAL

- NOTE: Rehearsal will begin on time!
- Give the marriage license to the officiating minister no later than the night of the rehearsal.

APPLICATION TO BE MARRIED AT FIRST PRESBYTERIAN CHURCH

We believe that a wedding ceremony should be conducted, in its entirety, in the spirit of a worship service. The sanctuary is a house of God; therefore, the rehearsal and the ceremony should be dedicated to the worship of God in Christ Jesus. If you concur, please complete the following information:

FULL NAME OF BRIDE _____

PRESENT ADDRESS _____

(Street) (City) (State) (Zip)

TELEPHONE: HOME _____ BUSINESS _____

CHURCH MEMBERSHIP _____

FULL NAME OF GROOM _____

PRESENT ADDRESS _____

(Street) (City) (State) (Zip)

TELEPHONE: HOME _____ BUSINESS _____

CHURCH _____

MEMBERSHIP _____

FUTURE ADDRESS _____

(Street) (City) (State) (Zip)

MINISTER TO CONDUCT THE CEREMONY _____

Address (if not a FPC pastor) _____ Telephone _____

WILL THE RECEPTION BE HELD IN THE FELLOWSHIP HALL? YES NO

DAY AND DATE OF REHEARSAL _____ TIME _____

DAY AND DATE OF WEDDING _____ TIME _____

WEDDING APPROVED BY _____ DATE _____

(FPC Pastor)

Final approval of a wedding will be at the discretion of the FPC Pastor upon completion of premarital counseling.

We have read *A HANDBOOK FOR A CHRISTIAN MARRIAGE* in full, understand the policies and agree to comply with all the policies and fees.

Bride

Groom

PLEASE TURN THIS FORM IN TO THE CHURCH OFFICE with your \$100 application fee.

OVERVIEW OF A CHRISTIAN MARRIAGE AT FIRST PRESBYTERIAN CHURCH

“... a man will leave his father and mother and be united to his wife, and they will become one flesh” (Genesis 2:24).

The joining of a man and woman in marriage is the foundation of God’s plan for His people and His world. Christians should marry in the Lord and in a Christian church. It is, therefore, fitting that a minister of the Gospel solemnizes their marriage and that special instruction be given (see p. 7, The Premarital Readiness Program) to the couple to prepare them for a life together that is fulfilling to them and that is pleasing and glorifying to God. In order to assist you in planning your wedding and in preparing your life together, FPC has developed and adopted the policies and guidelines that are set forth in this handbook.

APPLYING TO BE MARRIED AT FPC

As soon as you have made the decision to be married at FPC, “Application to Be Married...” (p. 5) is to be completed, signed and returned to the church office with the \$100 deposit. It is important to make application as early as possible in order to reserve your chosen date and time on the church calendar. In case of a conflict of dates or time of day, the following **Priorities for Usage** have been established by the Session:

1. Members of FPC have choice of date up to six months prior to wedding date.
2. Regular attendees of FPC for at least six months will have the date secured by 6 months before the wedding if no church member has requested the date.
3. Members of other PCA (Presbyterian Church in America) churches will have the date secured by six months before the wedding if neither #1 or #2 above has requested the date.
4. Non-members, considered case by case.

One of the pastors of FPC is to be involved in some capacity in all weddings unless other arrangements are approved by FPC’s senior pastor.

No weddings will be performed on holiday weekends: Palm Sunday, Easter, Memorial Day, Fourth of July, Vacation Bible school weekends (pre and post), Labor Day, Thanksgiving, the last two weekends of December or the first weekend of January.

In addition, there will be NO non-member weddings in the month of December.

THE FPC WEDDING COORDINATOR

After your application (p. 5) has been submitted and signed by a FPC pastor, a Wedding Coordinator and possibly an Assistant Coordinator will be assigned to assist you in planning your wedding. FPC's Wedding Coordinators are members of the church who have been given authority by the Session to oversee your wedding activities at the church. They have been trained to anticipate all of the details that are part of a marriage ceremony and they are also familiar with all of the facilities of the church and the policies of FPC regarding weddings.

Your Coordinator will be available to work with you in planning your wedding activities at the church and will assist you in making contacts with those within the church who will be involved, such as the organist and the Facility Coordinator. Your Wedding Coordinator will be at your rehearsal and your wedding to help carry out your plans. The Wedding Coordinator feels it is a privilege to perform this Christian service for you.

THE PREMARITAL READINESS PROGRAM

God intends marriage to be the highest and most permanent human relationship, but many couples do not see the necessity of thoughtful preparation for it. Our ministers are acting as God's ambassadors on earth and within the authority of the church to affect the relationship of marriage both legally and spiritually. They know that it is a great responsibility to join a man and a woman in holy marriage. All couples, therefore, must attend at least six counseling sessions of the Premarital Readiness Program with one of our ordained pastors as well as two additional sessions for the planning of your wedding service (see p. 26 for a list of the sessions). The marrying couple is also expected to be in regular attendance at the Sunday morning worship service during their counseling. Exceptions to this counseling will be made on a case-by-case consideration, at the discretion of one of FPC's ordained pastors, when counseling is already scheduled with another ordained pastor. This will be defined prior to approval of the wedding application.

MUSIC FOR YOUR WEDDING

Do not overlook the importance of music for your wedding ceremony. Carl Halter states in his book *The Practice of Sacred Music*, "The wedding service should be a service directed toward God, and not toward the bridal couple." The right music helps to make your wedding the worshipful experience that you want it to be. Consultation with FPC's organist should take place at least two months prior to the wedding day. He or she will be able to suggest a wide choice of appropriate preludes, processionals, recessionals, and other music for use during the service, that are in line with FPC's overall policy on worship music. You should discuss with him/her if you also wish to have a soloist or an instrumentalist as a part of your wedding. The following rules apply to **all wedding music at FPC**:

1. All music and instrumentation must be appropriate for a service of worship and **must be approved** by the organist in consultation with the senior pastor.
2. The church organist/pianist must be used for the ceremony or must be paid regardless if another organist is chosen. In the rare occasion when another organist is used, he or she **must be approved** by the FPC Director of Music. By two months before the wedding date, **the bride and groom are responsible** for contacting the FPC Director of Music for **approval of musicians and music selections**. The coordinator will give you the name and phone number of the organist.

3. It is specifically requested that musicians and soloists be present at the wedding rehearsal. As the music is a very vital part of the ceremony, it is critical to facilitate a proper flow of the entire service. Special (accompaniment) music should be given to the organist **one month** before the rehearsal. If an additional rehearsal is required (other than the dress rehearsal), an extra fee will be charged.

THE FACILITIES OF FPC

A. Receptions:

The fellowship hall is available for receptions. There are chairs, tables, and a piano. A kitchen with refrigerator and freezer is available. There are chairs available plus round and rectangular tables.

B. These items are to be furnished by the caterer or the wedding party:

- _ Paper goods/dishes/flat silver
- _ Silver tea and coffee service
- _ Table covers
- _ Trays
- _ Aisle runner
- _ Candelabras

C. The kitchen must be cleaned up at the end of the wedding/reception.

D. Decorations

_ Please Note: The sanctuary is a sacred place of dignified beauty requiring few decorations to make it a place perfectly suitable for a wedding.

_ Nails, tacks, tape, wires, screws, or fasteners that leave marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pew ends, or anywhere in the building. **NO tape** is allowed on the carpet. **Felt pads** must be placed under any bows or decorations placed on pew ends.

_ Because there is limited space for couples to maneuver around aisle candles that rest on the carpet, we recommend candelabras with felt protected clamps to fit on the pew ends.

_ All decorations are to be removed from the sanctuary **immediately following** the wedding ceremony. (Exception: if pictures are to be taken after the ceremony. The florist and Facility Coordinator should be informed **prior to the rehearsal**).

_ To commemorate your wedding, you may wish to donate a floral arrangement to the church for the Sunday service. If so, please inform your Coordinator well in advance of your wedding and the gift will be noted in the bulletin the Sunday following your ceremony.

E. Wedding Rehearsal Notes

_ All weddings require a rehearsal.

_ The officiating pastor and the FPC Wedding Coordinator will conduct the rehearsal. Even during the rehearsal, the wedding party should be reminded that they are in a holy place that is dedicated to the worship of God.

_ The rehearsal usually takes no more than one hour and the **entire** wedding party should attend. The rehearsal will begin on time regardless of who is or is not there.

_ The couple should give the wedding license to the officiating minister at the rehearsal.

F. Preparation Rooms

_ There is a parlor for the women to use on the wedding day, and a Sunday School room (Leonard-Lowery) for the men to use.

_ All personal articles must be removed immediately after the wedding ceremony or the reception if it is held at the church so that rooms can be cleaned and set up for Sunday use.

_ Men will please eat all food in the fellowship hall and women eat all food in the library or kitchenette outside the bride's parlor. This is to protect the carpet and furniture from spills.

G. Other Considerations

_ Rice, birdseed, flower petals, bubbles or confetti may **NOT** be thrown inside or outside of FPC.

- _ Smoking is NOT permitted anywhere in the church building. If someone in the wedding party smokes, please discuss with the Wedding Coordinator where an appropriate smoking area would be.
- _ Alcoholic beverages in any form are NOT to be served or consumed at any time on the premises of FPC.
- _ There is to be no dancing on the church premises.
- _ Cameras with flash bulbs are NOT to be used in the sanctuary after 30 minutes before the ceremony or during the wedding ceremony. The exception is that photos may be taken with a flash by the photographer from six pews down from the back as the wedding party enters the sanctuary. Otherwise, it is inappropriate for the photographer to be in evidence during any part of the ceremony. Photographs by time exposure may be made **ONLY** from the area opposite the sound room. Pre-wedding pictures may be taken in the narthex and the sanctuary, etc. Following the ceremony, the wedding party may return to the sanctuary for photographs. No cameras are allowed to be used by guests during the ceremony.
- _ If you desire a video recording, check with your Coordinator regarding policies and procedures. Video recording is allowed **ONLY** from designated areas.
- _ Please report any damages to the church property to your Coordinator immediately.
- _ Communion is not served in the wedding ceremony at FPC.

THE COST OF A WEDDING AT FPC

The Coordinator will go over the specific costs and dates due when she meets with the bride. If either the bride or groom, or any parent of the bride or groom, has been a member for six months, the couple will be considered to be members for the purpose of determining charges. Checks should be made payable to "First Presbyterian Church" (write "Wedding" on memo line) unless a fee is designated for a specific person as noted below. Checks should be mailed or hand-delivered to the church office.

DEPOSIT NON-REFUNDABLE FEE due at time of application and will be applied to remaining balance due: \$100.00

FEES due to FPC two weeks before the wedding:

Sanctuary Usage:

FPC member: No charge

PCA member **with no church building** \$200.00

Non-member (and PCA member with church building) 300.00

Fellowship Hall

FPC member: No charge

PCA member **with no church building** 100.00

Non-member (and PCA member with church building) 200.00

Damage &/or excessive clean-up deposit (member and non-member, refundable): \$100.00

Other FEES due two weeks before the wedding:

(Make checks payable to individual.)

Wedding Coordinator: \$300.00

Organist for music and services (rehearsal and ceremony): \$275.00

Custodian:

Sanctuary for set-up and cleaning (member and non-member): \$100.00

Fellowship Hall for reception set-up and cleaning (member and non-member):
\$100.00

Minister for premarital counseling and ceremony (suggested): \$150.00

Sound technician: \$100.00

CUSTODIAN DUTIES

A. SET-UP: Adjusting the mechanical (heating/cooling) systems and sound system. Removing and replacing the furniture in the front of the church: pulpit, communion table, chairs, steps, etc. This operation work requires two trips to the church.

B. CLEANING: After the florist has removed the flowers and the decorations, the Custodian will pick up papers from pews, sweep the carpet, bag and take trash to outside storage, turn off lights, and lock doors. Included in this is cleaning the narthex, bathrooms and cleaning other rooms that have been used.

C. RECEPTION: If a reception is held in the church fellowship hall, labor is required for initial setup of the hall, sweeping floor, disposing of trash, and set-up of chairs and tables for Sunday morning service after the reception. Also, the Custodian will stay at the church during the reception.

APPENDIX A: WEDDING DETAILS FOR THE BRIDE AND COORDINATOR

WEDDING OF _____

Rehearsal date: Doors opened : Rehearsal time:

Wedding date: Doors opened: Wedding time:

1. Will you have candles in your wedding? Yes / no

_ When do you want the candles to be lit? _____

_ Where will the candelabras and/or candle holders be placed (aisle, platform, windows)?

_ Who will light the candles? _____

2. Seating of the family:

_ _____ will escort groom's grandmother _____.

_ _____ will escort bride's grandmother _____.

_ _____ will escort groom's mother _____.

_ _____ will escort bride's mother _____.

3. Are there special conditions or requests, such as divorced parents who might need special seating arrangements? _____

4. Is there to be an aisle runner? Yes / no

_ When will it be pulled? (Suggestion: after mothers are seated) _____

_ By whom? _____ and _____

5. How will the bridesmaids and groomsmen enter? There are three basic ways: 1) Come down center aisle together from the back, 2) come down center aisle separately from the back with the men coming first, or 3) all the men come as a group from the front side entrance and the ladies enter from the back.

6. Bridal Party:

_ Maid/Matron of Honor: _____

_ Best Man: _____

Bridesmaids:

Groomsmen:

7. Ushers:

8. Where do you want the ushers to be during the ceremony: In the front of the sanctuary as a part of the wedding party or in the narthex?

9. Flower girl: _____

10. Ring bearer: _____

11. Attendant for guest book: _____

(Note: Because a long line inevitably forms behind the guest book just before the ceremony, consider having the guests sign the book at the reception.)

12. Attendant for gift table: _____

13. How are the guests to be dismissed and by whom? _____

14. If there is a receiving line in the narthex following the ceremony, how do you want the people to line up? Please draw a diagram on the back of this page.

15. Number of guests expected: _____

16. Will you need tables for snacks? See p. 9, G and note request on "Appendix E" (p. 21). _____

17. Rehearsal dinner location _____ Time: _____

18. Reception location: _____ Time: _____

19. Are you having the wedding videotaped? _____

20. Who is responsible for cleaning out the bride's room and the men's dressing room after the ceremony? See p. 9, G. _____

21. What is to be done with the flowers after the ceremony? See p. 9, E.

22. You are expected to be out of the church 1 hour after the ceremony (unless the reception is held at the church). This time will be approximately when? _____

23. Note: The maid of honor and the best man must sign the marriage certificate immediately following the ceremony.

*Please remind the bridesmaids to clear the bride's room of all personal items, including the bride's belongings, or even better, ask a friend to be responsible for this. It is helpful for each maid to drop all of her items in a shopping bag, etc., so that nothing is misplaced. The same applies to the men's dressing room.

APPENDIX B-1: POLICIES FOR PHOTOGRAPHER

The following are policies established by the Session and Worship Committee of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

A. Cameras with flash bulbs are not to be used in the sanctuary from 30 minutes before the ceremony until the end of the wedding ceremony (benediction) (exception - see E below).

B. It is inappropriate for the photographer to be in evidence during any part of the ceremony. (Exception - see E below).

C. During the ceremony, photographs by time exposure are permitted **ONLY** from the area opposite the sound room. No flash pictures are allowed before the benediction. (Exception see E below).

D. Pre-wedding pictures may be taken in the narthex, or the sanctuary (see F below). Following the ceremony, the wedding party may return to the sanctuary for photographs.

E. Flash pictures of the wedding party and bride entering for the ceremony may be taken as far down as six pews from the back of the sanctuary. At no time during the ceremony is the photographer to be in the sanctuary. For the recessional, flash photographs may be taken from the last row in the sanctuary.

F. Pictures prior to the service must be completed at least 30 minutes before the scheduled ceremony begins so that the ushers are available to seat guests and the wedding party can be ready for the ceremony.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's Wedding Coordinator. The Coordinator will make a courtesy call to you the week of the ceremony.

Sincerely,

The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402 (601-268-0303)

CHURCH COPY

Bride _____

Coordinator _____

APPENDIX B-2: Policies for Photographer

The following are policies established by the Session and Worship Committee of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

A. Cameras with flash bulbs are not to be used in the sanctuary from 30 minutes before the ceremony until the end of the wedding ceremony (benediction) (exception - see E below).

B. It is inappropriate for the photographer to be in evidence during any part of the ceremony. (Exception - see E below).

C. During the ceremony photographs by time exposure are permitted **ONLY** from the area opposite the sound room. No flash pictures are allowed before the benediction. (Exception see E below).

D. Pre-wedding pictures may be taken in the narthex, or the sanctuary (see F below). Following the ceremony, the wedding party may return to the sanctuary for photographs.

E. Flash pictures of the wedding party and bride entering for the ceremony may be taken as far down as six pews from the back of the sanctuary. At no time during the ceremony is the photographer to be in the sanctuary. For the recessional, flash photographs may be taken from the last row in the sanctuary.

F. Pictures prior to the service must be completed at least 30 minutes before the scheduled ceremony begins so that the ushers are available to seat guests and the wedding party can be ready for the ceremony.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's wedding coordinator. The coordinator will make a courtesy call to you the week of the ceremony.

Sincerely,

The Worship Committee

First Presbyterian Church

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH OFFICE ONE MONTH BEFORE THE WEDDING.

4901 Hardy Street, Hattiesburg, MS 39402

I understand and agree to conform to the above policies.

Photography Studio (please print)

Photographer Name (please print)

Photographer's Signature

Phone number

Cell Number

APPENDIX C-1: POLICIES FOR VIDEO PHOTOGRAPHER

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be. Video pictures and photographs may be taken anywhere in the sanctuary at any place prior to 30 minutes before the scheduled time of the ceremony. If video equipment is to be used during the wedding ceremony, it must be set up at least 30 minutes prior to the scheduled time of the ceremony in a **designated area only.**

Your careful consideration of the above and your cooperation will be appreciated. If there are any questions please call the bride's Wedding Coordinator. She will make a courtesy call to you during the week of the wedding.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

Photographer Copy

Bride _____

Coordinator _____

APPENDIX C-2: POLICIES FOR VIDEO PHOTOGRAPHER

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH OFFICE ONE MONTH BEFORE THE WEDDING.

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your consideration of and compliance with these policies will be gratefully appreciated and will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to

Video pictures and photographs may be taken anywhere in the sanctuary at any place prior to 30 minutes before the scheduled time of the ceremony. If video equipment is to be used during the wedding ceremony, it must be set up at least 30 minutes prior to the scheduled time of the ceremony in **a back corner of the sanctuary or in the balcony only**. No cameras are to be set up in the transepts.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's Wedding Coordinator. She will make a courtesy call to you during the week of the wedding.

Sincerely,
The Wedding Guild
First Presbyterian Church
4901 Hard Street
Hattiesburg, MS 39402
601-268-0303

I understand and agree to conform to the above policies.
Name of Company (please print)

Video Photographer's Name (please print)
Phone number
Video Photographer's Signature
Cell Number

APPENDIX D-1: POLICIES FOR FLORIST

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

- A. The Sanctuary: Aisle length is 72 feet. Number of pew rows is 19 in the center, 7 in each transept, 5 in the balcony. Five windows on each side: sills 10" x 50".
- B. Nails, tacks, tape, wires, screws, or fasteners that leave any marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pews ends, or the building. NO tape is allowed on the carpet. Felt pads must be placed under any bows or decorations placed on the pew ends.
- C. All decorations are to be removed from the sanctuary immediately following the wedding ceremony, except when additional pictures are to be taken after the ceremony. Decorations may then be removed after the photos are taken.
- D. **Nothing may be placed on the organ or on the piano.**

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Coordinator. She will make a courtesy call to you during the week of the wedding.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

Church Copy

Bride _____
Coordinator _____

APPENDIX D-2: POLICIES FOR FLORIST

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH ONE MONTH BEFORE THE WEDDING.

The following are policies established by the Session and Worship Committee of The First Presbyterian Church. Your consideration of and compliance with these policies will be gratefully appreciated and will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

- A. The Sanctuary: Aisle length is 72 feet. Number of pew rows is 19. Five windows on each side: sills 10" x 50".
- B. Nails, tacks, wires, screws, or fasteners that leave marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pew ends or the building. NO tape is allowed on the carpet. Felt pads must be placed under any bows or decorations placed on the pew end.
- C. All decorations are to be removed from the sanctuary immediately following the wedding ceremony, except when additional pictures are taken after the wedding. Then the decorations may be removed at this time.
- D. **Nothing may be placed on the organ or the piano.**

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Consultant. She will make a courtesy call to you during the week of the wedding.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

I understand and agree to conform to the above policies.

Name of Company (please print)

Florist's Name (please print)

Phone Number _____ Cell Number _____ Signature: _____

APPENDIX E-1: POLICIES FOR CATERER

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Coordinator. She will make a courtesy call to you during the week of the wedding.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

Church Copy

Bride _____
Coordinator _____

APPENDIX E-2: POLICIES FOR CATERER

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH ONE MONTH BEFORE THE WEDDING.

The following are policies established by the Session and Worship Committee of The First Presbyterian Church. Your consideration of and compliance with these policies will be gratefully appreciated and will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

A. Receptions – Caterers need to contact the Wedding Coordinator two weeks prior to the wedding date and provide the following information:

- The company that is bringing in rental equipment.
- The caterer is bringing anything early.

B. After Reception

- Leave all sinks and countertops clean.
- Remove all food, utensils, and other items brought in.
- Leave kitchen as clean and orderly as you found it.
- Outside caterers are responsible for providing all refreshments, dishes, serving trays, table skirts, candles, clean-up materials, etc. If the caterer requires the use of our dishwasher, the Facilities Manager must be contacted, and they will provide someone to operate the equipment.

C. Custodial Needs

- Information regarding the number of tables and their arrangement for reception is to be given to the Wedding Coordinator.
- Round tables are available.
- A limited number of rectangular tables is available.

D. Additional Requirements

- All food or beverages to be served by a catering service must be prepared off the premises of the church and brought in ready to be served.
- No alcoholic beverages in any form may be served on the church property. This includes before the wedding as well as at the reception.**

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Consultant. She will make a courtesy call to you during the week of the wedding.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

I understand and agree to conform to the above policies.

Name of Company (please print)

Florist's Name (please print)

Phone Number

Cell Number

Signature:

APPENDIX F: WEDDING NOTES FOR FACILITY CUSTODIAN

Wedding of _____

1. REHEARSAL:

_ Date: _____

_ Time to open doors: _____

_ Time of rehearsal: _____

2. WEDDING:

_ Date: _____

_ Time to open doors for florist: _____, for caterer: _____, for wedding party: _____

_ Time of the wedding: _____

_ Time expected to be out of the church after wedding: _____

3. Rooms to be prepared for use:

_____ Leonard Lowery Room – to use as the men’s dressing room

_____ Bride’s Room (Parlor)

_____ Fellowship Hall

_____ other: Room number(s) _____

4. Wedding Accessories:

_____ Stand for guest book.

_____ Stand for reader or musician.

_____ Other _____

5. Sound Equipment:

_____ # of microphones needed

_____ Other _____

**Saturday evening weddings must be finished and out of the sanctuary by 9:00 p.m.*

PLEASE RETURN THIS FORM WITH YOUR CUSTODIAN FEE CHECK to the church office two weeks prior to the wedding.

THE PREMARITAL READINESS PROGRAM

Note: The Marital Readiness Questionnaire (Appendixes G-1, p. 26 and G-2, p. 27) and Self evaluation Questionnaire (Appendixes G-1, p. 29 and G-2, p. 30) must be completed and submitted to the pastor before the first counseling session.

Session #1

What the Bible says about Marriage: A discussion of the key passages that relate to marriage, the image of God and roles of husband/wife.

Session #2

Ministry versus Manipulation: Freely imitating God's grace to one's spouse by finding one's needs met in Christ.

Session #3

The Art of Communication: Developing a covenant of faithful physical and verbal communication.

Session #4

You DO Have Expectations: A discussion of the expectations of each partner and how to deal with them.

Session #5

Oneness: A discussion of God's gift of spiritual and physical intimacy.

Session #6

Unintimidating Financial Planning: A step-by-step guide to creating a reasonable budget.

Session #7

Planning the Ceremony (I), pp. 31-32.

Session #8

Planning the Ceremony (II), pp. 33.
Husband-to-Be

APPENDIX G-1: MARITAL READINESS QUESTIONNAIRE

This form is to be completed prior to pre-marital counseling. This material is confidential (only seen by the counseling pastor and your elder) and is only designed to serve as a basis for helping couples think about themselves and their readiness for marriage.

PERSONAL DATA

- 1. Name _____

- 2. Address _____ Phone _____

- 3. Marital Status (circle): Single / divorced / widowed

- 4. Living Status (circle): With parents / alone / roommates / living together

- 5. Education: _____

- 6. How long have you known your intended spouse? ____ Length of engagement? ____

- 7. Have your respective parents approved this marriage? _____ If not, please explain:

- 8. Is the intended bride pregnant? ____ If yes, is the intended groom the father? ____
Has the premarital relationship been confessed to your parents and to the Lord? ____

- 9. Have you been married before? ____ If yes, how many times? ____

- 10. Explain the reasons for termination of previous marriage(s). _____

HEALTH DATA

- 11. Rate your physical health (circle): very good / good / average / declining

- 12. Date (approximate) of last medical examination: _____

- 13. What important present or past illness, injuries or handicaps (physical or psychological) have you had? _____

SPIRITUAL BACKGROUND

14. Home church: _____

15. How many times do you attend per month? (Circle): 1 2 3 4 5 6 7 8 9 10

16. How often do you pray? (Circle): Never / occasionally / daily

17. How often do you read the Bible? (Circle): Never / occasionally / daily

18. Do you know for sure that you will go to heaven when you die? _____

19. If God were to ask you, "Why should I let you into My heaven?" what would you say? _____

20. Do you intend to seek the approval of any other church body for this marriage by promising to commit or expose future children to that faith? _____ If yes, which church? _____

21. Do you intend for other clergy to participate in your wedding? _____ If yes, please be aware that this church requires such participating clergy to affirm the Holy Scriptures, as originally given, to be the Word of God, the only infallible rule of faith and practice.

APPENDIX G-2: MARITAL READINESS QUESTIONNAIRE

This form is to be completed prior to pre-marital counseling. This material is confidential (only seen by the counseling pastor and your elder) and is only designed to serve as a basis for helping couples think about themselves and their readiness for marriage.

PERSONAL DATA

- 1. Name _____
- 2. Address _____ Phone _____
- 3. Marital Status (circle): Single / divorced / widowed
- 4. Living Status (circle): With parents / alone / roommates / living together
- 5. Education: _____
- 6. How long have you known your intended spouse? ____ Length of engagement? ____
- 7. Have your respective parents approved this marriage? _____ If not, please explain:

- 8. Is the intended bride pregnant? _____ If yes, is the intended groom the father? ____
Has the premarital relationship been confessed to your parents and to the Lord? _____
- 9. Have you been married before? _____ If yes, how many times? _____
- 10. Explain the reasons for termination of previous marriage(s). _____

HEALTH DATA

- 11. Rate your physical health (circle): very good / good / average / declining
- 12. Date (approximate) of last medical examination: _____
- 13. What important present or past illness, injuries or handicaps (physical or psychological) have you had? _____

SPIRITUAL BACKGROUND

14. Home church: _____

15. How many times do you attend per month? (Circle): 1 2 3 4 5 6 7 8 9 10

16. How often do you pray? (Circle): Never / occasionally / daily

17. How often do you read the Bible? (Circle): Never / occasionally / daily

18. Do you know for sure that you will go to heaven when you die? _____

19. If God were to ask you, "Why should I let you into My heaven?" what would you say? _____

20. Do you intend to seek the approval of any other church body for this marriage by promising to commit or expose future children to that faith? _____ If yes, which church? _____

21. Do you intend for other clergy to participate in your wedding? _____ If yes, please be aware that this church requires such participating clergy to affirm the Holy Scriptures, as originally given, to be the Word of God, the only infallible rule of faith and practice.

APPENDIX H-1: SELF-EVALUATION QUESTIONNAIRE

Answer each of the following by writing *yes* or *no* or? in the assigned place. Try to use the question mark only when there is real uncertainty.

- _____ 1. Do you enjoy the thought of having children?
- _____ 2. Have you and your fiancée seriously discussed your sexual attitudes?
- _____ 3. Have you and your fiancée ever worked through a serious disagreement to a definite conclusion agreeable to you both?
- _____ 4. Can you postpone something you want for the sake of later enjoyment?
- _____ 5. Have you carefully thought about the goals you will strive for in your marriage?
- _____ 6. Do you often have to fight to get your own way with your fiancée?
- _____ 7. Have you and your fiancée associated with each other in a variety of non-amusement situations (e.g. in a time of stress, working on a project, or in a club, etc?)
- _____ 8. Do you pray together and share spiritual concerns?
- _____ 9. Have you prayed about your marriage and committed it to divine control?

Answer *yes* or *no* to the various segments of the following question:

10. Have you and your fiancée discussed the following matters which may lead to marital conflict?

Check those which particularly concern you:

- _____ Religious differences
- _____ Plans for having children
- _____ Attitudes toward sex
- _____ Differences in family background
- _____ Differences in educational background
- _____ Financial matters (insurance, savings, credit buying, etc.)
- _____ Recreational preferences
- _____ Preferences in friends
- _____ Attitudes to each other's family
- _____ Church preference
- _____ Basic values in life
- _____ Others (name, if possible) _____

APPENDIX H-2: SELF-EVALUATION QUESTIONNAIRE

Answer each of the following by writing *yes* or *no* or? in the assigned place. Try to use the question mark only when there is a real uncertainty.

- _____ 1. Do you enjoy the thought of having children?
- _____ 2. Have you and your fiancé seriously discussed your sexual attitudes?
- _____ 3. Have you and your fiancé ever worked through a serious disagreement to a definite conclusion agreeable to you both?
- _____ 4. Can you postpone something you want for the sake of later enjoyment?
- _____ 5. Have you carefully thought about the goals you will strive for in your marriage?
- _____ 6. Do you often have to fight to get your own way with your fiancé?
- _____ 7. Have you and your fiancé associated with each other in a variety of non-amusement situations (e.g. in a time of stress, working on a project, or in a club, etc)?
- _____ 8. Do you pray together and share spiritual concerns?
- _____ 9. Have you prayed about your marriage and committed it to divine control?

Answer *yes* or *no* to the various segments of the following question:

10. Have you and your fiancé discussed the following matters which may lead to marital conflict?

Check those which particularly concern you:

- _____ Religious differences
- _____ Plans for having children
- _____ Attitudes toward sex
- _____ Differences in family background
- _____ Differences in educational background
- _____ Financial matters (insurance, savings, credit buying, etc.)
- _____ Recreational preferences
- _____ Preferences in friends
- _____ Attitudes to each other's family
- _____ Church preference
- _____ Basic values in life
- _____ Others (name, if possible) _____

**THE MARRIAGE SERVICE
SCRIPTURAL BASIS FOR MARRIAGE**

Dearly beloved, we are assembled here in the presence of God, to join this Man and this Woman in holy Marriage; which is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men. Let us therefore reverently remember that God has established and sanctified Marriage, for the welfare and happiness of mankind. Our Savior has declared that a man shall forsake his father and mother and cleave unto his wife. By His apostles, He has instructed those who enter into this relation to cherish a mutual esteem and love; to bear with each other's infirmities and weaknesses; to comfort each other in sickness, trouble, and sorrow; in honesty and industry to provide for each other and for their household in temporal things; to pray for and encourage each other in the things which pertain to God, and to live together as heirs of the grace of life.

VOWS OF COMMITMENT

Then the Minister shall say to the Man, “ _____ , will you have this Woman to be your wife, and will you pledge yourself to her, in all love and honor, in all duty and service, in all faith and tenderness, to live with her and cherish her, according to the ordinance of God, in the holy bond of Marriage?”

The Man shall answer, “I will.”

Then the Minister shall say to the Woman, “ _____ , will you have this Man to be your husband, and will you pledge yourself to him, in all love and honor, in all duty and service, in all faith and tenderness, to live with him and cherish him, according to the ordinance of God, in the holy bond of Marriage?”

The Woman shall answer, “I will.”

GIVING OF BRIDE

Then the Minister shall say, “Who gives this Woman to be married to this Man?”

The father (or guardian) shall say, “I do.”

MARRIAGE VOWS

I, _____, take you, _____, to be my wedded wife and I do promise and covenant; before God and these witnesses, to be your loving and faithful husband: In plenty and in want; in joy and in sorrow; in sickness and in health, as long as we both shall live.

This ring I give you, in token and pledge, of our constant faith and abiding love.

I, _____, take you, _____, to be my wedded husband and I do promise and covenant; before God and these witnesses, to be your loving and faithful wife: In plenty and in want; in joy and in sorrow; in sickness and in health, as long as we both shall live.

This ring I give you, in token and pledge, of our constant faith and abiding love.

DECLARATION OF MARRIAGE

By the authority committed unto me as a Minister of the Church of Christ, I declare that and are now Husband and Wife, according to the ordinance of God and the law of this State, in the Name of the Father and of the Son and of the Holy Spirit. Amen.

Whom God has joined together, let no man put asunder.

AARONIC BENEDICTION

May the Lord bless you and keep you; the Lord make His face shine upon you and be gracious to you; the Lord turn His face toward you and give you peace. Amen.

ORDER OF WEDDING

PRELUDE _____

PROCESSIONAL _____

*CALL TO WORSHIP _____

*HYMN _____

SCRIPTURAL BASIS FOR MARRIAGE _____

VOWS OF COMMITMENT _____

GIVING OF BRIDE _____

HYMN/SPECIAL MUSIC _____

HOMILY _____

*SPECIAL MUSIC _____

MARRIAGE VOWS _____

*SPECIAL MUSIC _____

EXCHANGE OF RINGS _____

DECLARATION OF MARRIAGE _____

*KISS _____

BENEDICTION _____

RECESSIONAL _____

Approved _____ Date _____

*Optional FPC Pastor

The couple will not be introduced beyond the declaration.

Reminders for rehearsal:

1. Rehearsal will begin on time regardless of who is not present.
2. Bring marriage license.
3. Bring copies of programs (copies of hymns for attendants, if applicable).