



## **GUEST GUIDELINES**

### **Pastors:**

Marilyn T. Hedgpeth, Associate Pastor  
Sam Miglarese, Associate Pastor

Wedding Director: To Be Assigned  
Minister of Music: Kathryn Cain Parkins  
Parish Administrator: Valerie McMillian  
Business Administrator: Tom Bloom  
Church Sexton: Robert Daye  
Sound system operator: John Fricks

*First Presbyterian Church welcomes all who worship here. We honor and celebrate the human diversity and unity that God gives us in Christ. We welcome individuals of every age, race, nationality, gender, ability, sexual orientation, and economic circumstance to participate fully in the life of the church.*

**Updated September 2015**

# Table of Contents

## Part One: Wedding Policies and Procedures

Introduction.....	3
Your Wedding at First Presbyterian Church .....	3
The Pastor .....	3
The Details of Your Wedding.....	3
The Wedding Director.....	3
The Music .....	4
The Rehearsal .....	5
Wedding Rehearsal Agenda .....	5
The Wedding Day.....	5
Decorations .....	5
Conduct .....	6
Financial Arrangements and Fees for FPC Weddings.....	7
Fee Schedule.....	8
A First Presbyterian Wedding Checklist .....	9

## Part Two: The Marriage Service..... 10

The Order of Worship for the Marriage Service .....	10
Scriptures.....	11
Hymns .....	12

## Center Inserts

Checklist for Wedding.....	13
Wedding Acknowledgement Form.....	14

## **Part One: Wedding Policies and Procedures**

### **Introduction**

We have prepared these *Wedding Guidelines* to share with you information that will be helpful as you plan your wedding at First Presbyterian Church. If you have questions that are not addressed in this booklet, please do not hesitate to contact one of the pastors, the Wedding Director, the church office staff, or the Minister of Music. We want to assist you in any way we can.

### **Your Wedding at First Presbyterian Church**

Because you have decided to have your wedding in the church, you have affirmed that your marriage is more than a social contract. Your wedding, as an act of worship, will provide an opportunity for you to seek God's blessing on your marriage, to praise God for your union, and to pray for God's help in your life together.

We rejoice with you and are eager to help make your wedding a beautiful and memorable service where you, your families, and your friends gather to affirm your union before God.

### **The Pastor**

“As a Service of Christian worship, the marriage service is under the direction of the Minister and the supervision of the Session.” *Book of Common Worship PC(USA)*

The first step in planning your wedding at First Presbyterian Church is to contact one of the pastors. This should be done as far in advance as possible. *Premarital counseling with the presiding pastor is required, and counseling time should be scheduled as soon as possible after the wedding date has been set.* The pastor's major concern is to help you prepare to take your vows meaningfully and with a sense of commitment to each other. The dynamics of marriage adjustment are considered, with counseling directed toward helping the two of you better understand each other—and the nature of Christian marriage—as you take on your new roles and responsibilities.

If the couple wants another ordained minister to perform the service (or to assist in one performed by a pastor of First Presbyterian Church), a timely request to that effect must be made to one of the First Presbyterian pastors, who—after consulting with the Session—may issue an invitation to the guest minister.

### **The Details of Your Wedding**

#### **The Wedding Director**

After your initial contact with an FPC pastor, the FPC Wedding Director will contact you. The Wedding Director works with each couple in their planning and at their wedding to meet the needs of the couple and those of the wedding party, as well as to see that the requirements of the church and its pastors and staff are handled properly. The Wedding Director will help you begin to plan your wedding.

If an outside wedding consultant is used, please make sure that he/she knows that the pastor and the First Presbyterian Church Wedding Director will direct the rehearsal and the wedding itself.

*In order to reserve the church for your wedding, it is necessary to complete the enclosed Wedding Acknowledgement Form and return it to the church office.*

## **The Music**

“Music suitable for the marriage service directs attention to God and expresses the faith of the Church. The congregation may join in hymns and other musical forms of praise and prayer.”  
*Book of Order, (PC)USA*

- a) All musical selections must be made in consultation with the Minister of Music, who must approve them. FPC does not allow the use of pre-recorded or digital music for any portion of the wedding ceremony including the prelude.
- b) The Minister of Music is also responsible for approving the performance of any soloist or instrumentalist. *Rehearsals with soloists or instrumentalists are subject to an additional fee. In addition, a tuning fee may be charged for the harpsichord or a piano.*
- c) The FPC Minister of Music is required for all organ music and must be consulted on all aspects of the music before any wedding music and additional music personnel are selected.
- d) First Presbyterian Church adheres to the American Guild of Organists’ statement on ethics: “None but the regular organist of a church shall play at weddings. Any exception to this rule must be made with consent of the organist.” Thus the Minister of Music should perform all organ music for weddings held in the church for which the fee is noted, unless the Minister of Music does the following:
  1. explicitly waives the fee or a portion thereof;
  2. is unable to perform, in which case he or she will obtain the services of a substitute;
  3. under exceptional circumstances and after consulting with the couple, approves an alternate organist requested by the couple.

The fee prescribed by the Durham-Chapel Hill Chapter of the American Guild of Organist covers the following:

1. consultation and planning with the couple;
2. approval of music to be played and/or musicians and/or outside organist to perform;
3. music performed for the wedding service, including 10-20 minutes of music played prior to the hour set for the wedding service as specified in the wedding invitation.

## **The Rehearsal**

Even the simplest wedding requires planning and preparation. The rehearsal date and time should be set and reserved when scheduling your wedding, and it should be arranged for a time when all of the wedding attendants can be there. The rehearsal should begin promptly and *should not last more than an hour*. In the event that the rehearsal lasts longer than 1 hour, additional fees for services and use of space will be incurred (see page 8). The rehearsal should proceed in a dignified and reverent manner. The presiding pastor will conduct the rehearsal with the assistance of the Wedding Director. The marriage license should be delivered to the pastor at the time of the rehearsal.

## **Wedding Rehearsal Agenda**

- 1) Convene wedding party in front of Sanctuary
- 2) Opening Prayer and Remarks
- 3) Introductions
  - a) Families
  - b) Musicians
  - c) Wedding Assistants
- 4) The Rehearsal
- 5) Concluding remarks and reminder of times the wedding party needs to arrive at the church

## **The Wedding Day**

Available Facilities:

Sanctuary	Seating Capacity	450
Chapel	Seating Capacity	20

*Questions about facilities or equipment may be discussed with the pastor or Business Administrator.*

Your designated Wedding Director will help you determine where each party, with attendants, will dress in preparation for your wedding.

## **Decorations**

- 1) The Sanctuary and Chapel are beautiful places of worship dedicated to the glory of God. Any decorations should be appropriate to a worship service. Consultation with florists should focus on simplicity.
- 2) If moving any sanctuary furnishings should be necessary, prior approval must be obtained. Furnishings may be moved by church staff only. No furniture may be moved in other parts of the church building.

- 3) Bulletins/programs for all worship services, including weddings, are encouraged. The church's paper stock and cover design are available for wedding bulletins. The church staff is available to format the bulletin, but printing fees will be charged to the couple. Another option is to design and print them yourself. The design and content of the bulletin must be approved in advance by the presiding pastor and wedding director. *Every bulletin must include the following sentences: "Welcome to First Presbyterian Church. This wedding is a worship service but may not reflect the traditions of this church. Please refrain from any flash photography during the ceremony."*
- 4) Ribbons, floral arrangements, or the church's pew bonnets may be used to designate reserved pews. No tacks, pins, nails, tape, or glue may be used on any furniture or accoutrements of the building.
- 5) Decorations may not hide—nor obscure to any degree—the Christian symbols that are in the Sanctuary.
- 6) Dripless candles must be used throughout the Sanctuary. A Unity candle may be used if it is dripless, and the florist provides adequate protective covering for the floor or table.
- 7) Flowers in the Sanctuary should be limited to one floral arrangement placed on the flower stand. *No flowers may be placed on the communion table.*
- 8) Any Christmas or Easter floral arrangements in place may not be moved.
- 9) If flowers are to remain in place after a Saturday wedding, the chairperson of the Flower Committee must be notified ASAP. The Flower Committee will do their best to accommodate this request.
- 10) Paraments in the sanctuary may either be liturgical seasonal colors or white.
- 11) A simple kneeling bench is available for the couple; if a kneeler is used, it is expected that the church's bench will be used.
- 12) Decorations of other areas of FPC (i.e., Watts Hill Hall and Parlors) must be approved, in advance, by the Wedding Director or Church Sexton.

### **Conduct**

- 1) Rehearsals in the Sanctuary or Chapel begin on time and proceed in a dignified and reverent manner. *(Fees cover one hour of staff members' time. Additional fees of \$25.00 per half hour will be charged for all staff participants if the rehearsal lasts longer than one hour from its stated start time.)*
- 2) Photographers for the wedding must be approved by the Wedding Director. Photographs may be taken in areas outside the Sanctuary (i.e., the bride's dressing room, on the lawn,

in the Memorial Garden) and in the narthex before guests arrive. Only photographs and video recordings using existing lighting may be made during the wedding ceremony—and only from the balcony or narthex areas in a quiet and unobtrusive manner. *No flash photography is allowed during the ceremony.* The wedding party may reassemble for photographs at the conclusion of the postlude. Couples are encouraged to complete photography within 30 minutes.

- 3) Sound recordings may be made of the service. The church recording system is capable of producing excellent recordings and is operated only by church personnel. Arrangements for use of the sound system must be made in advance through the Wedding Director.
- 4) The throwing of rice, birdseed, or confetti is not permitted on church premises (nor is the throwing of real flower petals in the Sanctuary).
- 5) Smoking and the use of alcoholic beverages are not permitted on church premises.
- 6) No member of the wedding party may be under the influence of alcohol at the rehearsal or during the wedding service.
- 7) The presiding pastor is empowered by the Session to cancel and/or to postpone a wedding rehearsal and/or a scheduled wedding if he/she determines that any member of the wedding party has behaved in a manner seriously contravening the policies of First Presbyterian Church. *To avoid any misunderstandings, the couple is asked to sign the attached statement of acknowledgement.*

### **Financial Arrangements and Fees for FPC Weddings**

The following fees are due and payable *one week prior to the rehearsal.* (Any additional per hour charges incurred—see below—must be paid within 30 days of the wedding ceremony). Checks for the Minister, the Minister of Music, the Wedding Director, the Sexton, and the Sound System Operator should be made payable to the individual\*. The check for church facilities should be made payable to First Presbyterian Church. All checks should be sent to the Business Administrator, 305 E. Main Street, Durham, North Carolina 27701. For further information, call the Business Administrator at 919-682-5511.

**Wedding Ceremony**

Wedding Bulletins

**Fee Schedule**

Should you ask the church to design and print your bulletins, *an invoice for printing charges only* will be sent to the couple after the bulletins are printed.

Sanctuary or Chapel  
and other church properties

\$1,000

**FPC Pastor**—to include 2  
counseling sessions, rehearsal, and  
wedding

\$500

**Sound System****Operator—John Fricks**

\$250

Additional audio set-up  
if required

(to be negotiated)

**Minister of Music—Kathy Parkins**

Organist Fee

\$400

Harpsichord (if needed)

\$100

*An additional \$50 will be charged for each rehearsal needed for a soloist or instrumentalist.*

**Wedding Director—to be determined**

Rehearsal and wedding ceremony  
and additional planning services

\$500

**Sexton—Robert Daye**

Wedding and rehearsal duties

\$300

*Note that the allotted time for access to the church grounds on the wedding day includes 2 hours prior to the ceremony and up to 1 hour following the ceremony. Additional charges will be incurred for all staff members' time above. See page 5 for fee information for rehearsals lasting more than an hour.*

Each Additional Hour

\$50 per staff member

*\* Each party should be paid by separate check.*

## A First Presbyterian Wedding Checklist

- 1) Contact FPC to inquire about dates and to obtain a copy of the Wedding Guidelines. Reservations for weddings can be made up to 10 months in advance.
- 2) Complete the Wedding Acknowledgment Form and mail in with \$500 deposit to First Presbyterian Church, 305 East Main Street, Durham, NC 27701; Attn: Tom Bloom.
- 3) **Pastor.** Contact the pastor to discuss the use of FPC. If you've asked to use a non-FPC pastor, please have the pastor contact the FPC pastor to discuss your ceremony.
- 4) **Wedding Director.** Meet with the First Presbyterian Church Wedding Director to begin the wedding planning process.
- 5) **Premarital Counseling.** It is required that you meet with a pastor for premarital counseling. *The first session must be at least one month prior to the wedding date.*
- 6) **Music.** Contact the Minister of Music/Organist for an appointment to discuss music for the service. See "The Music."
- 7) **Flowers.** See "Decorations."
- 8) **Bulletins.** ALL bulletins must be proofed by FPC prior to printing. Should you choose to have our staff print them, contact the church office staff at least two weeks prior to your wedding to allow sufficient time for typing and proofing of the wedding bulletin. It is recommended that you designate two people (non-ushers) to distribute bulletins as guests arrive.
- 9) **Photography/Video.** Audio- and videotaping and photography may be done only from the balcony during the service. *No flash photography may be used during the service.* Photos may be taken before guests are seated or after the service is completed. If additional time is needed before or after the wedding, fees will be incurred and you will be billed by the FPC Business Office.
- 10) Plan out your rehearsal prior to the actual rehearsal. Please know who will be ushering whom, how you would like your wedding party to process, how you would like family to be seated, and be aware of any special circumstances that may need attention such as handicapped family members/guests.
- 11) **Marriage License.** The presiding pastor needs to have the marriage license in hand before the rehearsal. Contact the Register of Deeds, Durham County Judicial Building, 201 East Main Street, Durham, NC 27701 (Telephone: 919-560-0480). A valid driver's license and social security card are required for anyone twenty-two years of age or older. In addition, a certified birth certificate is required for anyone under twenty-two years of age, and parental consent is required for anyone under eighteen years of age. A fee is charged, and the license is valid for 60 days.
- 12) **Fees.** All fees must be presented to the Business Administrator one week prior to the wedding. Please pay by separate checks. See page 8 of the guidelines.

## Part Two: The Marriage Service

“God gave us marriage as a holy mystery in which [two] are joined together and become one, just as Christ is one with the Church.” *PC(USA) Book of Common Worship*

### The Order of Worship for the Marriage Service

You will be guided in all aspects of the nature and form of the marriage service in your discussions with the pastor. The Order of Worship is outlined in the *Book of Common Worship* for the PC(USA) as follows (p. 840):

- Entrance
- Sentences of Scripture
- Statement on the Gift of Marriage
- Prayer
- Declarations of Intent
- Affirmations of the Families
- Affirmations of the Congregation
  - [Psalm, Hymn or Spiritual]
- Readings from Scripture
- Sermon
  - [Psalm, Hymn or Spiritual]
- Vows
- Exchange of Rings (or Other Symbols)
- Prayer
- Lord's Prayer
- Announcement of Marriage
- Charge and Blessing
  - [Psalm, Hymn, Spiritual or Anthem]

The service as outlined above has theological integrity and is based on principles in the Reformed Tradition. It allows for many choices—and you will have ample opportunity to discuss these choices with the Pastor in planning the Order of Worship for *your* marriage service.

Among the choices that you may be called upon to make in consultation with the pastor are the choice of appropriate scriptures and hymns. The Minister of Music, who will consult with you on all aspects of music in the service, will be particularly helpful in choosing hymns as well as special music. While the following are not the *only* scriptures or hymns that are appropriate for a marriage service, they may give you a starting place, if you would like to think about some of the choices you will be asked to make *before* meeting with the pastor and the Minister of Music.

## Scripture

Listed below are some of the Scriptural passages and hymns that often are used at weddings. Readings will be from the New Revised Standard Version (NRSV) of the Bible unless otherwise arranged in consultation with the Pastor(s).

### Old Testament passages

Deuteronomy 6:4-9 (the *Shema*)  
Psalm 23 (*The Lord is my Shepherd*)  
Psalm 46 (*God is our refuge and strength*)  
Psalm 100 (*Make a joyful noise unto the Lord*)  
Psalm 121 (*I lift up my eyes to the hills*)  
Psalm 139:1-18  
Psalm 150 (*Praise the Lord*)  
Isaiah 55:12-13 (*For you shall go out in joy*)  
Song of Solomon 2:8-13 (*Arise, my love, and come away*)  
Song of Solomon 4:1-7  
Song of Solomon 7:1-8:4  
Song of Solomon 8:6-7 (*Set me as a seal upon your heart*)  
Ecclesiastes 3:1-13  
Ecclesiastes 4:9-12  
Isaiah 62:1-5

### Gospel passages

Matthew 5:1-10 (*The Beatitudes*)  
Matthew 5:13-16 (*You are the light of the world*)  
Matthew 7:1-5 (*Judge not*)  
Matthew 7:24-27 (*House built on rock*)  
Matthew 13:44-48 (*Parables of treasure, pearl and net*)  
Mark 10:2-9 (*the two shall become one*)  
Luke 15:11-24 (*The Prodigal Father*)  
John 2:1-11 (*The wedding at Cana*)  
John 15:9-14 (*Love one another as I have loved you*)

### Other New Testament passages

I Corinthians 13:1-13 (or 13:1-7) (*Love is patient and kind*)  
Ephesians 1:3-10 (*God's plan of unity*)  
Ephesians 4:22-32 (*Put off old nature and take on the new*)  
Colossians 3:12-17 (*Love binds everything together*)  
1 John 4:7-16 (*God is love. . . let us love one another*)  
Ephesians 5: 17 –22  
Philippians 2:1-11

## Hymns (from *Glory to God: The Presbyterian Hymnal*)

<b>Number</b>	<b>Title</b>	<b>Tune</b>
802	The King of Love My Shepherd Is	<i>St. Columba</i>
803	My Shepherd Will Supply My Need	<i>Resignation</i>
402	How Lovely, Lord	<i>Merle's Tune</i>
12	Immortal, Invisible, God Only Wise	<i>St. Denio</i>
20	All Things Bright and Beautiful	<i>Royal Oak</i>
39	Great Is Thy Faithfulness	<i>Faithfulness</i>
816	If Thou But Trust in God to Guide Thee	<i>Wer nur den lieben Gott</i>
282	Come Down, O Love Divine	<i>Down Ampney</i>
285	Like the Murmur of the Dove's Song	<i>Bridegroom</i>
450	Be Thou My Vision	<i>Slane</i>
761	Called as Partners in Christ's Service	<i>Beecher</i>
475	Come, Thou Fount of Every Blessing	<i>Nettleton</i>
826	Lift High the Cross	<i>Crucifer</i>
366	Love Divine, All Loves Excelling	<i>Hyfrydol</i>
187	Savior, Like a Shepherd Lead Us	<i>Bradbury</i>
394	Christ Is Made the Sure Foundation	<i>Westminster Abbey</i>
307	God of Grace and God of Glory	<i>CWM Rhondda</i>
611	Joyful, Joyful, We Adore Thee	<i>Hymn to Joy</i>
664	Morning Has Broken	<i>Bunessan</i>
619/620	Praise, My Soul, the King (God) of Heaven	<i>Lauda Anima</i>
35	Praise Ye the Lord, the Almighty	<i>Lobe den Herren</i>
645	Sing Praise to God Who Reigns Above	<i>Mit Freuden zart</i>
693	Though I May Speak (The Gift of Love)	<i>Gift of Love</i>
37	Let All Things Now Living	<i>Ash Grove</i>
643	Now Thank We All Our God	<i>Nun danket alle Gott</i>

**CHECKLIST FOR WEDDING DIRECTOR and SEXTON**

Wedding of \_\_\_\_\_ and \_\_\_\_\_

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

Rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_

What type of lighting do you desire in the Sanctuary?

Candlelight \_\_\_\_\_ Low lighting \_\_\_\_\_ Full lights \_\_\_\_\_

Will a kneeling bench be required? \_\_\_\_\_ Yes \_\_\_\_\_ No

At what time should Church be opened for rehearsal? \_\_\_\_\_

At what time will florist decorate Church?

Day \_\_\_\_\_ Time \_\_\_\_\_

At what time will decorations be removed?

Day \_\_\_\_\_ Time \_\_\_\_\_

Flowers are to be left at Church for Sunday morning worship?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**ANY SPECIAL SERVICES REQUIRED OF SEXTON FOR THIS WEDDING:**

*No dismantling to begin until Church is completely clear of guests.*

(PHOTOCOPY FOR CHURCH OFFICE)

## **WEDDING ACKNOWLEDGMENT FORM**

We have read and fully understand the procedures and responsibilities of the Service of Marriage at the First Presbyterian Church of Durham, North Carolina. We both agree to act in accord with them to the best of our abilities. We acknowledge that fees will be paid at least one week prior to the rehearsal. Any additional fees incurred will be paid within 30 days of the wedding. Families using the church facilities for a wedding assume responsibility for any damage or loss to the property.

### **SIGNATURES OF THE COUPLE**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **CONTACT INFORMATION OF THE COUPLE**

Full name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Day phone \_\_\_\_\_ Eve. Phone \_\_\_\_\_

Full name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Day phone \_\_\_\_\_ Eve. Phone \_\_\_\_\_

### **WEDDING**

Date and time of wedding \_\_\_\_\_

Date and time of rehearsal \_\_\_\_\_

Are you or your parents members of First Presbyterian Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Officiating clergy \_\_\_\_\_

### **Office Use Only – Do not write below this line**

Date Acknowledgment Received \_\_\_\_\_ Payment Received \_\_\_\_\_

Staff Signature \_\_\_\_\_