

## **Stoneboro Presbyterian Church** Wedding Policies & Guidelines

Our facility is a beautiful setting for a wedding. When two persons enter into holy matrimony, they not only pledge fidelity and forgiveness to the other, but they also enter into covenant with God. Therefore, a wedding ceremony is a service of worship. It is not primarily a social event, though it may be supported by certain time honored social customs that give additional form and beauty to the event.

In a marriage ceremony the blessing of God is invoked, the sanction of the church is affirmed, and fidelity and forgiveness is pledged with reverence and simple dignity.

It is the desire of the church and its minister that every wedding ceremony shall be Christ-centered and profoundly spiritual in its atmosphere and that the occasion shall be made memorable and truly beautiful. The information that follows is important for you to read and consider as you make your plans. Retain the policies for later reference, and share the information with your family, photographer, ushers, florist, consultants, and any others who plan to help with the wedding.

No rice, confetti, birdseed, silk pedals or similar material may be thrown in or around the church, driveways or under the portico. Damage to furniture, fixtures, equipment or building is the responsibility of person scheduling the wedding. No alcoholic beverages are permitted on the premises.

Complete, sign and return to the church office the **Wedding Ceremony Application**. Your wedding cannot be placed on the church calendar until the application is received and approved by the church's current session, an appointment with the current pastor to discuss the ceremony has been made, and the security deposit fee is paid. This rule will not be altered. You are personally responsible for contacting: the pastor and the church organist/pianist, and making the appointments to speak with each one separately.

Meet with your selected organist/pianist at least six weeks prior to the ceremony to arrange for music. Be sure to complete the "Wedding Music Arrangements" as a part of the Wedding Worksheet. The organist/pianist you've selected must sign this form. If you would like to request our church organist/pianist, Dick Croskey, he can be reached at 724-475-2523.

### **Base Building Usage Fee:**

Security deposits are due at the time of scheduling, payable by check to "Stoneboro Presbyterian Church." All fees must be paid no later than three weeks prior to wedding.

A \$200 security deposit to insure the building & its contents are left in same condition. The church treasurer will return the security deposit to the writer of the check after the wedding when instructed by the pastor. Any damage to the church building & grounds, furniture, items located inside or outside the building, or woodwork will be brought to the attention of the wedding couple and both families scheduling the wedding. Fair restitution will be expected and will come from the security deposit.

**Ministerial & Staffing Fees:**

These fees are paid directly to the individual at a time agreed upon by both parties.

|           |       |
|-----------|-------|
| Minister  | \$150 |
| Organist  | \$100 |
| Custodian | \$100 |

**Application & Scheduling:**

A wedding with reception in the social hall at the church shall be scheduled no later than 4:00 p.m. A wedding without reception can be scheduled no later than 7:00 p.m. Standard furnishings are not to be moved.

Wedding ceremonies may not be scheduled on Christmas Eve, Christmas Day, during Holy Week, New Year's Eve, or on national holidays.

All services of Christian marriage held within the building or on the grounds of Stoneboro Presbyterian Church should be officiated by the church's current pastor.

A couple seeking to solemnize their marriage in a service of Christian marriage within the building or on the grounds of Stoneboro Presbyterian Church shall make a formal, written request using the Wedding Ceremony Application only after, at minimum, one of the individuals making the request satisfies all of the following requirements:

- Attend a minimum of two weekly Lord's Day services of Christian worship at Stoneboro Presbyterian Church every month for a minimum of six consecutive months; and
- Be a member of the congregation of Stoneboro Presbyterian Church (G-1.03-.04); and
- Under the direction of and in coordination with the church's current teaching elder, create a plan with his or her fiancée to participate in premarital counseling.

Any exemptions to the above requirements shall be made on a case-by-case basis by the current session of Stoneboro Presbyterian Church, seeking the counsel of the church's current pastor. Exemptions must be submitted in writing as a part of the Wedding Ceremony Application.

**Ritual & Order:**

The marriage ceremony should be one of the official services approved for use in the Presbyterian Church (USA)'s *Book of Common Worship*. Slight modifications are permitted in consultation with the officiating minister. If you are printing an Order of Service the pastor must proof a copy before it goes to print. There will be no announcements before or after the ceremony. All announcements must be in print in the ceremony bulletin.

**Officiating Pastors:**

The pastor of Stoneboro Presbyterian Church should be the officiating minister of the ceremony assuring compliance of church guidelines. Co-officiants or other assisting ministers must be approved by the church's current session.

**Music:**

The “Music Arrangements” form (as a part of the Wedding Worksheet) is provided for you to complete with your selected organist/pianist. This must be completed at least six weeks prior to the ceremony. Music is to be reverent in style and Christian in theology. It is to be appropriate for the worship setting. This means that the focus of church wedding music is God and God’s love. Do not ask us to compromise this policy. If there is any question about the appropriateness of music you have selected for the sanctuary, the church organist/pianist must consult with the session. The decision of the session is final.

It is possible for our church organist/pianist to participate in your wedding. If you desire to have the church’s organist/pianist participate in your wedding, please discuss arrangements as soon as possible. If our church organist is not available, the church’s current teaching elder or session can provide you with names of local organists/pianists to assist you in securing a substitute. If you would like to provide your own organist/pianist, please be sure to include his or her name when you submit a copy of your Wedding Worksheet to the church’s current teaching elder. All outside instrumentalists & vocalists are to be approved by the church’s current session.

The couple may also select a soloist or other instrumentalist to participate in the music portions of the wedding. Any fee for the soloist/instrumentalist is to be decided between the couple and the soloist/instrumentalist and paid directly to him or her.

**Wedding Party:**

All those participating in the wedding are to be appropriately dressed for rehearsal and wedding. All participants are expected to arrive on-time for rehearsal and wedding. Behavior of all persons shall reflect the holiness of the occasion and surroundings during the rehearsal and ceremony. Any persons behaving in a manner that reflects poorly on the occasion will be asked by the officiating pastor, in conjunction with the couple, not to participate.

**Photography & Video:**

Photographers and videographers are required to comply with the following guidelines...

1. The photographer/videographer should arrive no earlier than 2 hours prior to the scheduled wedding time.
2. Upon arrival in the building the photographer/videographer should immediately confer with the pastor so that our procedures will be made clear.
3. Photographer and videographer may take pictures in public areas of the church up to 30 minutes prior to the wedding at which time the bride, groom and their attendants should be in their designated dressing rooms.
4. Pictures and video are permitted to be taken in the sanctuary before, during, and after the wedding ceremony, provided the photographer/videographer uses quiet discretion and does not interrupt the wedding ceremony.
5. Please limit the number of photos during the ceremony as it can be distracting to the wedding party, minister, and those attending the ceremony.
6. The church reserves the right to deny access to the building to those photographers/videographers violating our regulations. On the day of the wedding ceremony, the pastor reserves the right to ask the photographer/videographer to leave the building if they violate these regulations at any time.

**Flowers, Candles, Decorations:**

Caution is to be taken to avoid damage to sanctuary woodwork and/or furnishings. Tacks, nails, pins, glue or tape shall not be used to fasten any decorations to the furnishings or building. No sanctuary furnishings or communion tableware may be removed or hidden by any decorations, unless permitted to do so by the officiating pastor.

Flowers and candles should enhance the beauty of our sanctuary rather than hide it. The symbols of the Christian faith are not to be moved or hidden by any decorations. Decorations are not to obstruct worshippers' view of pulpit, lectern, communion table, or baptismal font.

Decorating with candles and flowers may be in moderation and appropriate style. Consultation with the officiating minister shall be made prior to setting up any floral arrangements and/or decorations. The minister shall have final say if floral decorations are too ostentatious or large and may request removal or reduction of any portion thereof.

Due to the hazards and mess of confetti, silk and fresh flower petals on the sanctuary carpet and flooring, confetti or petals of any kind are not permitted on the church property; inside and outside.

Additional electrical lighting may not be used. Lighted candles are not to be carried by participants, except for the individuals lighting the unity candle.

For a Saturday wedding, the Sanctuary will be available for decorating the Friday before the wedding. Please arrange a time to decorate the sanctuary with the officiating pastor. On Saturday, the church will be open three hours before the wedding. The pastor will be present to answer questions at that time. For weddings at other times of the week, the sanctuary will be available for decoration two hours before the wedding. All decorating items brought to the sanctuary must be removed from the building immediately following the ceremony and final photographs. Any decorations left in the sanctuary or in other public spaces in the church will be removed and discarded.

The church is decorated with a Christmas tree, Advent candles, and poinsettias during the Advent and Christmas Season. They will not be moved or removed for a wedding ceremony.

If you have any questions, please speak with the pastor or contact the church office, 724-376-2021 or [stoneboropres@windstream.net](mailto:stoneboropres@windstream.net)

Thank you,

The session of Stoneboro Presbyterian Church  
Adopted August 2014

**Stoneboro Presbyterian Church**  
Wedding Ceremony Application

**MARRIAGE PARTICIPANT #1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Check what applies to your current situation:

First marriage       Divorced (# of times \_\_\_\_\_)       Children (# of children \_\_\_\_\_)

**MARRIAGE PARTICIPANT #2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Check what applies to your current situation:

First marriage       Divorced (# of times \_\_\_\_\_)       Children (# of children \_\_\_\_\_)

Have you as a couple read the “Wedding Policies and Guidelines” of this church? Do you understand what you read, and will you follow and respect the policies and guidelines in planning for your ceremony?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**Official Request:**

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

Ceremony Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Number of Wedding Guests: \_\_\_\_\_

**Request for Exemption:**

Select which of the following requirement(s) you wish to be exempted from:

- Attend a minimum of two weekly Lord's Day services of Christian worship at Stoneboro Presbyterian Church every month for a minimum of six consecutive months; and
- Be a member of the congregation of Stoneboro Presbyterian Church (G-1.03-.04); and
- Under the direction of and in coordination with the church's current pastor, create a plan to participate in premarital counseling.

With both clarity and brevity, explain to the session of Stoneboro Presbyterian Church why you would like to be exempted from selected requirement(s) above. Either write your explanation below or include a typed response on another sheet of paper and attach it to the Wedding Ceremony Application.

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| For Office Use Only: Date Rec'd _____<br>Date Approved/Not Approved by Session _____ |
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**Stoneboro Presbyterian Church**  
Wedding Worksheet

**Wedding Worksheet—**

(to be completed and a copy given to the church's pastor 6 weeks before date of wedding)

Date of Wedding: \_\_\_\_\_ Date of Rehearsal: \_\_\_\_\_

Time of Wedding: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Place of Reception: \_\_\_\_\_

**Wedding Participant #1 Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Wedding Participant #2 Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Officiating Minister Information**

Minister: \_\_\_\_\_

**Assisting Minister Information**

Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

**Your Wedding Party**—(List all participants of the wedding party)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Flower Girl(s): \_\_\_\_\_

Ring Bearer: \_\_\_\_\_ Guest Book Attendant: \_\_\_\_\_

Candle Lighter(s): \_\_\_\_\_

Ushers: \_\_\_\_\_

Ushers: \_\_\_\_\_

Others: \_\_\_\_\_

Unity Candle? \_\_\_\_\_ Lit by: \_\_\_\_\_

Special individuals to be seated:

Parents: \_\_\_\_\_

Parents: \_\_\_\_\_

Grandparents: \_\_\_\_\_

Grandparents: \_\_\_\_\_

Grandparents: \_\_\_\_\_

Grandparents: \_\_\_\_\_



**Wedding Support Personnel**

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

*It is not the responsibility of the church nor the officiating pastor to contact or to financially compensate the above listed support personnel/businesses.*

**Music Arrangements for Your Wedding**

*To be completed with organist/pianist/instrumentalist*

Couple's names: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

**Organist/Pianist name & Contact #:** \_\_\_\_\_

**Organ/Piano Selections**

Prelude: \_\_\_\_\_

Procession: \_\_\_\_\_

Recession: \_\_\_\_\_

**Vocal Solo Selections**

\_\_\_\_\_  
\_\_\_\_\_

Will there be instrumental music in addition to organ or piano? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

Organ or piano accompaniment needed for solos? \_\_\_\_\_

Name of soloist: \_\_\_\_\_ Phone: \_\_\_\_\_

Organ or piano accompaniment needed for instruments? \_\_\_\_\_

Name of instrumentalist(s): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Couple's Signature: \_\_\_\_\_ Organist's: \_\_\_\_\_

\_\_\_\_\_

