

Irvington Presbyterian Church Wedding Policies and Procedures



The policies and procedures described in this book have been developed and approved by the governing body of this congregation (Session), the Board of Elders.

The church staff is available as described in this book to assist you in preparation for your wedding. In today's rapidly changing society we believe it is important for the church to uphold Christian standards and expectations. Therefore, please know the church staff will strive to provide a wedding service that complies with the Presbyterian tradition and this congregation as well as helping each couple create a meaningful ceremony as they begin their marriage.

Because of staff time needed for worship preparation, no weddings will be held during Holy Week or the Saturday before Christmas at the discretion of the staff.

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Indianapolis, Indiana 46219
317-356-7225
www.irvpresby.org***

From the Presbyterian Church (USA) Directory for Worship W-4.9000

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 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 teaching elder (minister) 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 demonstrate 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 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 session (W-1.4004–.4006). 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.

CHURCH STAFF

Pastor:	Rev. Robert A. Heimach	rheimach@irvpresby.org
Associate Pastor:	Rev. Chelsea Benham	cbenham@irvpresby.org
Church Administrator:	Mrs. Jean Anne Hedelius	jahedelius@irvpresby.org
Church Administrative Assistant:	Ms. Lori Chapman	lchapman@irvpresby.org
Choir and Handbell Director:	Mrs. Amy Studabaker	amystudabaker@gmail.com
Organist:	Mrs. Tiantian Liang	liang_tiantian@hotmail.com

Church Telephone Numbers

(317) 356-7225

FAX (317) 356-7226

Office Hours, Monday - Friday

8:00 a.m.—4:00 p.m.

INFORMATION FOR THE BRIDE AND GROOM

The Christian marriage ceremony is a service of worship before God. Reverence shall be expected on the part of all present. The rehearsal and wedding service shall be under the sole direction of the officiating pastor.

To make your marriage more meaningful and to closely specify mutual responsibility, the Worship Committee of our Session has adopted the following policies:

- 1. Two contacts must be made by the bride and groom before the wedding date has been set on the church calendar.
A. **with the church administrator**
B. **with the officiating pastor***
- 2. The pastor will schedule several counseling sessions with the bride and groom before the rehearsal and ceremony. The officiating pastor has ultimate responsibility and authority over the conduct of the rehearsal and wedding service.*
- 3. Different fee schedules apply for church members and non-members. Please note that membership status is determined upon the initial call to the church to request a wedding date.*
- 4. A damage/cleanup deposit of \$75.00 for members and \$150.00 for non-members is required. Deposit will be returned two weeks after the wedding. If additional fees for the custodian or damage are required, they will be deducted from the deposit.*
- 5. Pastors presently on the staff of the church are available and are preferred for church weddings. Should you desire another pastor to participate in your wedding service, it is required that one of the pastors now on the staff participate in the service. The resident pastor has the final authority at rehearsals and weddings. It is the responsibility of the resident pastor to extend an invitation to the guest pastor.*
- 6. The church organist shall play the organ. It is required that she be consulted and approve the choice of all music. Guest organists are obtained by the church's organist.*
- 7. A Wedding Candle is allowed on the communion table. Our communion table is narrow so please plan accordingly when considering flowers and your wedding candle.*
- 8. Wedding guests or family members are discouraged from use of flash cameras during the worship service. The photographer may not use flash cameras during the service nor move around in a distracting manner.*
- 9. Women may dress in the Choir Room and men in the Quiet Room.*
- 10. Smoking is prohibited in the building.*
- 11. No alcoholic beverages are allowed in or on the church property.*

12. *The use of rice, birdseed, artificial snow or sparklers is prohibited on church property.*
13. *Gifts are not the responsibility of the church or church personnel and must not be placed in their custody. The wedding party must have a person responsible for the care of gifts. All personal property must be removed immediately following the wedding or reception.*
14. *Church banners and paraments will remain in the Sanctuary as appropriate to the church season.*
15. *Most weddings require a rehearsal. All participants (including ushers) in the wedding party and parents of the bride and groom should be present. The rehearsal is arranged with the pastor and organist, and is usually the night before the wedding. Our Church School rooms are prepared for Sunday activities and are NOT available for childcare.*
16. *The marriage license(s) must be brought to the church office no later than one week before the wedding.*
17. *If a bulletin is desired the cover style and entire contents must be approved by the officiating pastor before it is printed. (Please include notice in your bulletin as a reminder to your guests and family of our policy on the use of cameras.)*
18. *Please be advised wedding consultants are under the jurisdiction of the pastor regarding the rehearsal or wedding service.*
19. *Receptions held in Fellowship Hall must end by 9:00 p.m.*

DECORATIONS OF THE CHURCH

1. *If a florist is used, please convey the following information: The candelabra may be decorated and bows or greenery may be added to the aisle candles. Bows can also be put on the front pews. Only masking tape may be used to attach bows. Other tapes and wires damage woodwork of the pews. (The full damage deposit will be forfeited if masking tape is not used - even if by florists or other persons.)*
2. *The church shall furnish the candelabras and aisle candles. Costs appear on page eight.*
3. *The church does not supply an aisle runner. If one is desired, arrangements should be made with the florist. The aisle is 75 feet.*

WEDDING MUSIC

1. *Our sanctuary organ is a pipe organ which requires special training to play. Because of this, only our church organist will play it or the guest organist chosen by our organist..*

2. *The music is a very special part of your wedding ceremony, so it deserves careful consideration. Since you have chosen to be married in the church and you are asking God's blessing upon your marriage, your music should reflect this in its character and style. You should consult with the organist to determine if your musical choices are appropriate. The organist and the pastor are given the responsibility by Session to decide which music is appropriate for church weddings and complies with the statement from the Book of Order of the Presbyterian Church (USA).*
3. *Music suitable for the marriage service directs attention to God and expresses the faith of the church. (W-2.1004) The congregation may join in hymns and other musical forms of praise and prayer.*
4. *All music and guest musicians should be approved by the organist before invitations are printed and guest musicians are invited to participate in the wedding service.*
5. *If you have an approved piece, prelude or postlude selection that the organist does not have in her music library, you are requested to purchase the music. After the ceremony, the music will be returned to you.*

A list of suggestions of appropriate music is available. The organist will be happy to discuss wedding music with the couple (713-942-7340.)

The music you will need to decide upon is selections for:

Processional

1. *Mothers/Parents Entrance*
2. *Bridesmaids Entrance*
3. *Bride's Entrance*

Service

4. *Any vocal selections or hymns*
5. *Unity Candle*

Recessional

6. *Exit Music*

Most secular and popular music is not appropriate for church weddings

VIDEO RECORDING YOUR SERVICE

Video recording is available and may be discussed with the church administrator. A sample recording is available upon request and may be borrowed to give you an idea of the quality.

FEE SCHEDULE

All Fees Are To Be Paid Two Weeks Before The Wedding. Please make one check payable to Irvington Presbyterian Church (for marriage ceremony) and, if applicable, one check payable to Presbyterian Women in the Congregation (for reception). The asterisk (*) designates required or base fees.

I. *Worship Service

- A. Weddings in the Sanctuary
 - 1. Members (bride or groom) No Charge
 - 2. Non-members..... \$300.00

- B. Weddings in the Church Parlor
 - 1. Members (bride or groom) No Charge
 - 2. Non-members..... \$200.00

- C. Informal Wedding in the Sanctuary
 - 1. Members No Charge
 - 2. Non-Members - up to 25 people \$200.00
 - 3. Non-Members - 26 to 50 people \$250.00

Custodian required for members and non-members
Four hour minimum charge ***Hourly rate \$20.00***

II. Receptions

- A. Receptions in the Fellowship Hall
 - 1. Members (bride or groom) No Charge
 - 2. Non-members..... \$300.00

- B. Fee for outside/self-catered reception in the Fellowship Hall and Kitchen .. \$200.00
(Includes the use of church's cups, silver, plates, etc.)
Dishwasher may be used. Caterer is expected to perform cleanup.

- C. Reception in The Church Parlor
 - 1. Members (bride or groom) No Charge
 - 2. Non-members..... \$200.00

All receptions must be scheduled by the Church Administrator.

III. Music/Organist

- A. Service (Members and non-members)..... \$200.00
- B. Rehearsal with soloist not provided by the church \$100.00
- C. Soloist provided by the church (no rehearsal fee) \$100.00

IV. Staff

- A. Pastor
 - 1. Members (bride or groom).....At the discretion of the couple
 - 2. Non-members..... \$300.00
- B. Church Administrator
 - 1. Members (bride or groom) \$100.00
 - 2. Non-members..... \$150.00

There will be an additional charge of \$75.00 for meetings after 4:00 p.m. (outside of regular office hours) for weekends for both members and non-members.

V. Wedding set-up/custodial services

- A. Wedding set-up/custodial services (non-Advent/Christmas)
Four hours (beginning 1 and 1/2 hours before the start of the wedding)
Members and Non-members \$150.00
Each additional hour \$50.00
- B. Wedding set-up/custodial services (Advent/Christmas season)
(Advent/Christmas season starts on the 1st Sunday of Advent and continues through Christmas Day.)
Four hours (beginning 1 and 1/2 hours before the start of the wedding)
Members and Non-members \$225.00
Each additional hour \$75.00

VI. Other

- A. Candles (provided by the church)
 - 1. 14 candles for two candelabra \$30.00
 - 2. 14 candles for two candelabra, plus 8 candles for aisle standards..... \$60.00
 - 3. Complete Candlelight Wedding (2 candelabra, 8 aisle candles, electric window candles in center panel only) \$70.00
- B. Audio Technician for members and non-members..... \$50.00
- C. Video Recording
 - 1. Members (bride or groom) \$100.00
 - 2. Non-members..... \$125.00