



FIRST
PRESBYTERIAN
CHURCH
Green Cove Springs

Wedding Policy

First Presbyterian Church of Green Cove Springs

300 Gum Street

Green Cove Springs, FL 32043-0277

Office (904) 284-9261, Fax (904) 284-7782

Web Site: firstpresgcs.org E-Mail: admin@firstpresgcs.org

Welcome and congratulations on your engagement and upcoming marriage! It is our pleasure to extend the facilities of First Presbyterian Church of Green Cove Springs to those who are planning to marry, members and non-members alike. Members are defined as “the bride, the groom, or their parents, who have been active member(s) at First Presbyterian Church of Green Cove Springs for at least the previous 12 months.” Our Sanctuary can accommodate 150 guests.

Weddings performed at First Presbyterian Church of Green Cove Springs will follow an order of Christian Worship Service and Ceremony acceptable to the Session of the church and must be consistent with current reformed theology. For further information, refer to section W-4.900, Part II, The Book of Order (2011-2013), The Constitution of the Presbyterian Church (U.S.A.).

INITIAL ARRANGEMENTS Arrangement must be made through the church office for use of our facilities; we suggest you call as early as possible, at least six months prior to the wedding to set your wedding date on the church calendar. Approval must be given by the minister and the Session of the church. Please do not have invitations printed until all arrangements have been completed and approval given.

The minister* of the church and the church Wedding Coordinator are expected to participate in all wedding ceremonies. Request for other minister(s) to participate in the ceremony will be considered by the First Presbyterian Church of Green Cove Springs minister and must be approved by the Session. Requests to use an organist or any other musician that would provide the primary music for the wedding other than the First Presbyterian Church of Green Cove Springs organist will be considered only when the church organist is unavailable. (*The PCUSA ordains both men and women. It is our policy that the First Presbyterian Church minister, whether male or female, will participate in your wedding service.)

REHEARSAL Unless otherwise scheduled through the Wedding Coordinator, all rehearsals will begin promptly at 5:00 p.m. The wedding party should be instructed to arrive no later than 4:45 p.m. Up to one hour will be reserved for rehearsal. The First Presbyterian Church of Green Cove Springs minister and the Wedding Coordinator will conduct the rehearsal.

PRE-MARITAL COUNSELING Pre-marital counseling sessions are required of the bride and groom. It is the responsibility of the bride and the groom to make these arrangements with the minister at least three months prior to the ceremony.

Couples are required to meet a minimum of three times for premarital consultations. The purpose of these consultations is to discuss the following issues:

- The nature of their Christian commitment, assuring that at least one is a professing Christian,
- The legal requirements of the state,
- The privileges and responsibilities of Christian marriage,
- The nature and form of the marriage service,
- The vows and commitments they will be asked to make,

- The relationships of these commitments to their lives and discipleship,
- The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

Anything that deviates from the attached Order of Worship should be discussed during your counseling sessions. (From The Book of Order (2011-2013) W4.9002

RIGHT OF REFUSAL “If the minister is convinced after discussion with a couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church’s continuing concern for them and not conduct the ceremony.” In making the decision the minister may seek the counsel of Session. (From The Book of Order (2011-2013) W4.9002

DATES Weddings and rehearsals may be conducted in any portion of the church on Sunday if they do not conflict or interfere with any of the church activities; however, we cannot schedule weddings or rehearsals during Holy Week, Easter, Christmas Eve, or New Year’s Eve. We will make every effort to accommodate your choice of dates.

WEDDING MUSIC Music is an important part of everyone's wedding ceremony. At First Presbyterian Church, we can offer the best music available to make your wedding special. Because the wedding is essentially a service of worship where marriage vows are exchanged, the music should reflect both the dignity and the joy of the occasion. Our Wedding Coordinator will be happy to provide you with contact information for the church organist.

RECOMMENDED MUSIC/CONSULTATION WITH ORGANIST All arrangements for music, including soloists and instrumentalists, are to be made directly with and approved by the organist, and a consultation needs to be arranged no less than one month in advance of the service. If the organist is to accompany the soloist/instrumentalist, music must be provided at least one month prior to the service, and rehearsal time with the musician must be arranged. Any changes in music selection also must be approved by the organist.

Music of secular situations (e.g. Broadway musicals, popular or sentimental dimensions of love and marriage, etc.) is not appropriate for wedding ceremonies at First Presbyterian Church of Green Cove Springs. The organist will work with you to select appropriate music.

WEDDING COORDINATOR A First Presbyterian Church of Green Cove Springs a Wedding Coordinator will act as coordinator for the bride and groom and will lend general aid to the wedding party. The Wedding Coordinator should be called as soon as the wedding date is confirmed with the church.

Some brides use wedding or event planners to assist them in other facets of their wedding. They are welcome to attend and observe the rehearsal and furnish assistance to the bride in the Bridal Parlor on the day of the wedding if they so desire.

GENERAL RULES The bride and groom should review all regulations and adhere to them, as well as make sure all involved in the wedding understand and follow them. A copy of these policies, with each page initialed by either the bride or the groom, is to be attached to your application when submitted to the church with your initial payment.

Attached to this document are written instructions and information for your florist, photographer, and videographer. If a reception at the church is planned, the Church Reception section later in this document should be given to your caterer. The couple should distribute these sheets to those involved in the wedding for their information and/or files and keep an extra copy for their own records.

Alcoholic beverages may not be consumed anywhere on the premises, including the parking lot. If any member of the wedding party fails to abide by this provision, or comes on the premises in an intoxicated condition, they will be asked to leave the church premises and the Security Deposit will be forfeited.

Smoking is allowed in the parking area only with disposal of cigarette butts removed after the ceremony.

Beverages are welcome only in these designated parts of the building: The Bride's room (Nursery).

For safety purposes, only bubbles are permitted in outside areas, including the front entrance.

DECORATIONS Flower arrangements and/or candles may not be placed on the Communion Table, piano or organ. Two arrangements may be placed on the wooden stands next to the Communion Table.

Decorations should be kept within the bounds of simplicity and good taste. All equipment such as candelabra, baskets, etc., must be furnished by your florist.

Adequate clear plastic mats or cloth must be placed beneath all candelabra, and you must use dripless candles.

For reasons of fire safety, aisle runners are prohibited.

Because of fire code regulations, exits must be left free of decorations.

Please refrain from using pins, staples, or Scotch tape as they damage the woodwork in this historic sanctuary, twist ties or pipe cleaners are preferred.

Furniture and fixtures may not be removed or rearranged without approval of the Wedding Coordinator in any area of the church.

During special seasons of the year such as Christmas and Easter, any decorations that the church may be using may not be removed from any area to make room for wedding decorations.

Decorations may be placed on window sills in front of the stained glass windows

Payment for any damages occurring in excess of any security deposit will be assumed by the bride and groom.

The church reserves the right to restrict florists or decorators who violate the above rules.

PHOTOGRAPHS AND VIDEOTAPING Because of the sanctity of the occasion, no flash pictures may be taken during the ceremony. Time exposures (no flash) and videotaping with no special lighting are permitted during the ceremony. (See photographer/videographer instruction sheet for details.)

The church reserves the right to restrict photographers and/or videographers who violate the above rules

RECEPTION DINNER Friendship Hall is available for on-site receptions and rehearsal dinners. If an outside caterer will be needed and he/she will be responsible for the dinner and surrounding details. The caterer is to bring his/her own help for serving, washing dishes, and handling food, and associated equipment. The kitchen may not be used for cooking or for the preparation of food but merely as a room from which to warm and serve. Use of the church tables and chairs is included in the fee for the space. Any space used must be left as it was found.

Requests for removal of any items must be made through the Wedding Coordinator in advance.

APPLICATION AND NON-MEMBER FEE SCHEDULE MAY BE FOUND AT THE END OF THIS DOCUMENT. (Church members: Please contact the church office regarding fees).

All groups requesting use for reception must also follow all Building and Kitchen use requirements.

GIVE THIS SHEET TO YOUR FLORIST OR PERSON IN CHARGE OF DECORATIONS

Basic Instructions and Guidelines
Weddings at First Presbyterian Church Green Cove Springs

1. Flower arrangements and/or candles may not be placed on the Communion Table, piano, and organ, but are permitted on the tables on either side of the Communion Table.
2. No pins, tacks, staples, masking tape or cellophane tape may be used to secure decorations to woodwork or walls in this historic sanctuary; you may, however, use rubber bands, twist ties, and/or pipe cleaners
3. Adequate clear plastic mats or cloths must be placed beneath all candelabra. You must use drip-less candles.
4. Birdseed, and rice are prohibited anywhere in the vicinity of the church, bubbles may be used.
5. Exits must be left free of decorations because of fire regulations.
6. Aisle runners are not allowed due to safety reasons.
7. During special seasons of the year, such as Christmas and Easter, any seasonal decorations that the church may be using will not be moved to make room for wedding decorations.
8. Furniture and fixtures may be not rearranged nor moved from any area of the church without permission of the Wedding Coordinator.
9. Decorations may be placed on window sills in front of the stained glass windows. No open-flame candles are to be used on window sills.
10. Decorations shall be picked up within one (1) hour following conclusion of the ceremony.
11. Payment for damages to objects of art, furniture, or fixtures in the Bride's Room (church parlor) or Sanctuary will be assumed by the bride.
12. The church reserves the right to restrict florists who violate the above regulations.

GIVE THIS SHEET TO YOUR PHOTOGRAPHER AND/OR VIDEOGRAPHER

Weddings at First Presbyterian Church of Green Cove Springs

Photographer:

We understand that photographs are an important memento of any wedding, but first consideration must be given to the fact that a wedding is a worship service.

Before the ceremony:

- Pictures may be taken in the sanctuary, and outside the church.

During the ceremony:

- No flash pictures may be taken after the wedding begins.
- The First Presbyterian Wedding Coordinator will instruct the photographer where to take these pictures.

Videographer:

Videotaping by a videographer, a family member, a friend, etc. is only permitted from a stationary location with no special lighting.

The church reserves the right to restrict photographers and/or videographers who violate the above regulations.

APPLICATION FOR WEDDING AT FIRST PRESBYTERIAN CHURCH GREEN COVE SPRINGS
(Please complete as much information as you are able)

Rehearsal Date _____ Time 5:00 p.m. (Arrival time 4:45 p.m.)

Wedding Date _____ Time _____

of expected guests _____

Name and address of Bride:

Name and address of Groom:

Home Phone _____ Home phone _____

Cell Phone _____ Cell Phone _____

Email _____ Email _____

Church affiliation _____ Church affiliation _____

Future address of Bride and Groom _____

Name and address of Bride's parents: Name and address of Groom's parents:

List any other ministers who may be assisting with the ceremony and how to contact him/her

Besides the First Presbyterian Organist who participates in all weddings, list any other musicians to be performing in the ceremony and how to contact him/her/them:

FIRST PRESBYTERIAN CHURCH OF GREEN COVE SPRINGS
FEE SCHEDULE FOR NON-MEMBER WEDDINGS

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|--|----------|
| MINISTER / CEREMONY | \$300.00 |
| Officiated by First Presbyterian Pastor/Interim Pastor participates in all weddings (rehearsal, premarital counseling & wedding) | |
| SANCTUARY (can accommodate 150 guests) | \$350.00 |
| PRAYER GARDEN (can accommodate up to 50 guests) | \$50.00 |
| WEDDING COORDINATOR (participates in all weddings) | \$150.00 |
| CUSTODIAL FEE | \$75.00 |
| MUSIC (minimum) | \$125.00 |

RECEPTION

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| Friendship Hall | \$400.00 |
| Can accommodate 150 guests (additional fee for use beyond 9:00 PM) | |
| Custodial fee for use of Fellowship Hall or Courtyard | \$150.00 |
| (Additional fee for use beyond 9:00 PM more than 2 hours) | |

APPLICATION FEES

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|--|----------|
| Application fee—nonrefundable | \$50.00 |
| Security deposit | \$500.00 |
| (to be returned if church passes inspection after the wedding and all rules and policies have been followed) | |

Application fee and security deposit are to be submitted when wedding time is booked.

Balance of all fees due 30 days before wedding.

We have read the Wedding Policy and agree to abide by the terms of First Presbyterian Church Green Cove Springs and understand what our obligations and liabilities are.

We understand that completion of this form and an application fee of **\$50.00** are required to temporarily hold the wedding date until my request has been presented for approval. Provided the dates are available and the request is approved, this application fee will be applied to the balance due for the use of the Sanctuary.

Both signatures are required.

| | |
|--------------------------|-------------|
| _____ | _____ |
| <i>Bride's Signature</i> | <i>Date</i> |
| _____ | _____ |
| <i>Groom's Signature</i> | <i>Date</i> |

Other Services Offered by the Church (Additional fees will apply - ask First Presbyterian's Wedding Coordinator if you are interested)

Nursery: Experienced personnel and nursery may be available for your little guests.