

Chapel in the Pines Presbyterian Church Wedding Guidelines

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Christian marriage is a joyous and celebrative event in the life of the church. To assist in planning for the wedding ceremony and to ensure the sacredness of the service itself, the Session of Chapel in the Pines offers the following guidelines for couples planning a Christian marriage in this church.

1. Arrangements

Anyone wishing to have a wedding at Chapel in the Pines must complete a wedding application form which will be reviewed by the Pastor, the Office Manager, the Wedding Coordinator, and the custodian. Normally, weddings are scheduled at 11 a.m., 2 p.m., or 5 p.m. Generally we are not able to accommodate a Sunday wedding.

Upon approval of the application, the next step involves consulting with a church Wedding Coordinator to review all of the particulars and ask any questions about holding your wedding at Chapel in the Pines.

Normally one of the church Pastors officiates at church weddings. However, should you desire to have another member of the clergy officiate or assist in the wedding, please furnish the person's name and address to the Wedding Coordinator so that that request can be reviewed and an appropriate invitation may be issued.

Music planning for the wedding must be coordinated with the Director of Music or church Accompanist. The Accompanist plays for all weddings in the church, except under extraordinary circumstances. If for any reason the Accompanist is unable to play for a wedding, a suitable substitute will be found. Outside musicians must be approved in advance and a written invitation will be sent.

The names and contact information for all service personnel (florist, photographer, wedding consultant, caterer, etc.) must be provided in writing to the CITP Wedding Coordinator no fewer than 10 days in advance of the service.

2. The Wedding Coordinator

The Worship Committee appoints one or more people to serve as Wedding Coordinators to serve as the general liaison between Chapel in the Pines and the wedding party. The Coordinator thus works with each couple in the planning and at the wedding to ensure that the needs of the wedding party, as well as the needs of the church and its staff, are properly handled.

The Coordinator meets with the prospective bride and/or groom to conduct a review of the wedding guidelines and to assist in the completion of the wedding request form; books the dates and times for rehearsal and wedding on the church calendar; answers questions and inquiries from the wedding party during the planning process; assists the Pastor in coordinating details at

the rehearsal; coordinates arrangements with florists; assists the bride and groom, groomsmen and attendants with dressing arrangements; coordinates processional and recessional details at the wedding; and ensures that the marriage license and wedding certificate are properly signed and returned.

If an *outside wedding consultant* is employed, he/she must understand that the Pastor and the Chapel in the Pines Wedding Coordinator will handle all arrangements at the rehearsal and during the wedding itself.

3. Meeting with the Minister

In preparation for the marriage service, the Pastor who will officiate will meet with the couple for pre-marriage conferences. Such conferences (normally one or two) should be scheduled a month or more prior to the wedding. These discussions provide an important time for discussing the wedding service as well as general conversation about the nature of marriage and how it relates to a faithful life.

4. Pre-Marital Counseling

Before the meetings with the minister are scheduled, the couple will normally have completed a course of pre-marital counseling. Couples are encouraged to arrange for pre-marital counseling with a certified marriage and family therapist (normally two or three sessions). The Pastor of Chapel in the Pines can provide referral information.

Participating in pre-marital counseling is an important investment in a couple's marriage; however, if counseling is not feasible, please consult with the Pastor officiating at the service as soon as possible so alternative arrangements can be made.

5. The Order of Service

The Pastor of Chapel in the Pines uses for the wedding services the order described in the Presbyterian Church's Book of Common Worship (1993). The service begins with scriptural sentences and a brief statement of purpose. After an opening prayer the couple is asked to declare their intention to enter into Christian marriage and to exchange vows of love and faithfulness. The service includes appropriate Scripture, which may be interpreted in various forms of proclamation. Prayers will be offered for the couple, for the communities which support them, and for all who seek to live in faithfulness. The Pastor will declare publicly that the couple are joined in marriage (not the same things as "announcing" the couple, something which is normally done at the post-worship reception), and the service will conclude with a scriptural charge and benediction.

The Pastor will consider special requests from the couple regarding the service itself, so long as the additions or alterations do not diminish the Christian understanding of marriage. If the couple desires that the Sacrament of the Lord's Supper be served, prior consent of the Session of the church is required and provision must be made for serving the elements to all baptized persons in attendance who wish to partake.

If you wish to have a bulletin for the service, the wording below is recommended. Specifics in terms of the scripture and music selections may also be included.

A service of Christian Marriage for _____ and _____
Prelude
Processional
Call to Worship
Statement on the Gift of Marriage
Prayer
Declarations of Intent
Affirmation of the Families and the Congregation
Prayer for Illumination
Readings from Scripture
*[Meditation]**
Exchange of Vows
Exchange of Rings
Prayer and Lord's Prayer
Announcement of Marriage
Charge and Benediction
Recessional

*To be discussed with the officiating Pastor.

6. Music

In preparation for the wedding service, the Director of Music or the Church Pianist will meet with the couple to discuss and choose appropriate music for the service. Such musical consultation should be scheduled at least a month or more prior to the wedding, and in most circumstances should take place after the couple has met with the Pastor who will officiate at the service.

It is assumed that the Chapel in the Pines Pianist will provide music for the wedding. If outside musicians will participate (vocalists and/or instrumentalists), approval by the Director of Music must be obtained. Arrangements for rehearsal time in the Sanctuary will be coordinated through the Director of Music. Instructions for the use and care of CITP instruments will also be provided and approval of all musical selections must be obtained from the Director of Music.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. As such, wedding music should be drawn from the sacred repertoires, be appropriate to the Christian understanding of marriage, and be intended to enhance the service rather than draw undue attention to itself. *While suggestions for appropriate music are welcome, the Musician will make final determination regarding the use of music in the service..*

All music at Chapel in the Pines is acoustical and performed "live," that is, without the use of pre-recorded accompaniments or amplification.

If the wedding ceremony involves special music (i.e. soloists or instrumentalists other than the church pianist), the sanctuary is reserved for their rehearsal with the pianist 1½ hour before the ceremony. Please take this into consideration when planning any photography before the wedding ceremony.

THE PRELUDE: Music for the Prelude will be chosen by the Director of Music or Church Pianist from the standard Christian music literature.

THE PROCESSION AND RECESSION: Effective music for the procession and recession is that which enhances the mood of the occasion and movement of the wedding party. It is therefore necessary that the music be such that it can be immediately adaptable to the unpredictable tempo of the procession during the wedding. Such music includes Marches and Trumpet Tunes by Jeremiah Clarke, Henry Purcell and others, which the Musician will demonstrate and recommend to the couple at the musical consultation.

MUSIC WITHIN THE SERVICE. The congregation may join in hymns and other musical expressions of praise and prayer. A list of suitable hymns, which may be found in *The Presbyterian Hymnal*, follows below. Vocal or instrumental soloists may offer appropriate musical selections; please note that vocal solos must employ sacred texts. Any solo or ensemble music for the wedding will need to be approved in advance by the Director of Music. Hymns and other congregational musical expressions must be accompanied by the piano.

Suggested Hymns (Hymn numbers refer to *The Presbyterian Hymnal*):

Joyful, Joyful, We Adore Thee (464)	Praise Ye the Lord, the Almighty (82)
Now Thank We all Our God (555)	O God, You Give Humanity Its Name (532)
Let Us with a Gladsome Mind (244)	Praise, My Soul, the King of Heaven (478)
The Grace of Life Is Theirs (534)	Not for Tongues of Heaven's Angels (531)
O Perfect Love (533)	

7. Flowers and Decorations

Because of the beauty of the sanctuary, excessive decorations and floral displays are not necessary. Consultations with florists should always center on simplicity, so as to avoid needless additional expense.

In addition, there are a few restrictions which must be shared with the florist or person(s) in charge of decorations:

Aisle cloths are not to be used in the sanctuary

Chancel furniture may not be moved.

Sanctuary flowers shall be limited to two arrangements to be placed on the existing flower stands on either side of the chancel, and may not be placed in the windows, on the light fixtures, on pews, or on the Lord's Table.

Ribbons or floral arrangements may be used only to designate pews reserved for family members, but no nails, tacks, wire, gummed, or Scotch tape may be used on any furniture or accoutrements of the building.

The Sabbath candles on the retable with the cross are lit for all services throughout the year. These candles are not to be moved. If a candelabrum is used, prior

approval from the Wedding Coordinator must be obtained. The candelabrum must be obtained from a florist and can be used in the sanctuary, provided that the candles are dripless and a protective floor cover is in place. No greenery may be attached to the candelabrum.

All personal or rented equipment is the responsibility of the wedding party and must be removed immediately after the wedding.

If it is desired that flowers be left in the sanctuary for use during the following Sunday services, appropriate notation should be made in the wedding application form. *For Saturday weddings beginning 2 p.m. or after, it is necessary that flowers be left in the sanctuary.* No additional flowers will be permitted when the church is decorated at Easter with lilies or at Christmas with poinsettias.

8. Children in the Wedding

Children are a welcome part of a wedding. However, if the couple wishes to ask children under the age of five to serve as attendants, ring bearers, or flower girls, approval must be given in writing by the officiating Pastor.

9. Photography

Photographs and videos can be important keepsakes of your wedding and are not discouraged. However, in order to preserve the sacredness of the service, certain guidelines are required:

- There will be no flash photography during the wedding prelude and service, with the exception of the official wedding photographer's photographs of the bride as the procession forms in the narthex.
- Non-flash photographs and videos may be made only from the rear of the sanctuary once the processional has begun.
- It is helpful to include these instructions for your guests in your wedding bulletin.
- The wedding party may reassemble for photographs and taping at the conclusion of the postlude. As a courtesy to wedding guests and to the church staff, couple are encouraged to complete such photography within 30 minutes of the conclusion of the wedding service.

10. The Rehearsal

Plans for the wedding service are made during the pre-marriage conferences. The rehearsal is a time during which the logistics, or mechanics, of the wedding (where to stand, how to process, duties of participants) are discussed and rehearsed. Rehearsals will last no more than one hour.

The rehearsal will be conducted by one of the Pastors, assisted by the Wedding Coordinator. In the event that an outside Pastor is officiating, the Wedding Coordinator will assist him/her. Because the ministers and organist are responsible for a number of weddings and rehearsals, it is important to them that the rehearsals begin and end at the agreed time. Please ask participants to be prompt and attentive. The attire for rehearsals is less formal than weddings, but should reflect respect for the sanctuary environment.

It has been our experience that it is helpful for both the bride and groom to participate in the rehearsal, and we request that there not be a "stand-in" designated for the bride.

11. Financial Arrangements

Since weddings require special services on the part of the church staff, it is necessary to indicate the financial responsibilities involved.

The following fees apply for weddings in the church, and are to be paid at least two weeks in advance, with checks for facilities made payable to Chapel in the Pines Presbyterian Church, and checks for individuals (Pastor, musician(s), Wedding Coordinator, and custodian) made payable directly to them.

Note: The Session policy for weddings states that the sanctuary shall be used for weddings of active members, family of active members, and others with strong ties to this congregation. The Pastor is granted discretion to accommodate applicants who are members of other area churches or those who do not meet these requirements but who live in the area or have family ties in this area. In such cases the non-member fees below apply. Those who do not live in this area and have no ties here may not be married at Chapel in the Pines.

Couples wishing to use outside musicians for the ceremony may do so only with the permission of the Director of Music. In such cases, a fee may be charged as a compensatory bench fee. Rehearsal time for guest musicians is available by appointment with the Director of Music.

Fees for members, family of members, or others with strong congregational connections:

Sanctuary.....	no charge
Garden.....	no charge
Minister.....	no charge
Accompanist (Rehearsal and Wedding).....	\$350.00
Wedding coordinator.....	\$250.00
Custodial fee.....	\$250.00+

Fees for non-members

Sanctuary.....	\$300.00
Garden.....	\$300.00
Minister.....	\$300.00
Accompanist (Rehearsal and Wedding).....	\$700.00
Wedding Coordinator.....	\$500.00
Custodial fee.....	\$500.00+

+Additional fee of \$30.00 for each additional one-half hour, only by prior arrangement and agreement with custodian.

Additional fees may apply if a wedding is planned for a holiday weekend requiring an additional time commitment for those involved.

12. The Marriage License

A wedding is a service of worship. A legal marriage between a man and a woman requires a marriage license.

13. Miscellaneous

If you wish to use the church facilities for dressing prior to the service, such rooms are available one-and-one-half hours prior to the wedding service. While all care will be exercised for protection, the church will not be responsible for personal property prior to, during, or following the wedding. The family of the bride, or other applicant for the use of the church facilities for a wedding, assumes responsibility for any damage done to the property.

The throwing of rice, birdseed or confetti is not permitted on church property. In addition, wedding bubbles, artificial petals, and helium balloons are not permitted.

Animals are not permitted in the building except for Assistance Animals.

The maximum capacity for the Sanctuary is 300 people.

Smoking and drinking alcoholic beverages are not permitted in any of the church buildings.

In addition to these written Wedding Guidelines, the church's Building Use Policies and Guidelines also apply to weddings held at Chapel in the Pines. A copy of the Building Use Policies and Guidelines will be provided to the wedding party when they meet with the Wedding Coordinator.

Approved by Session: *January 9, 2012*