

Wedding Manual



Historic First Presbyterian Church Presbyterian Church (USA)

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SERVICE OF CHRISTIAN MARRIAGE

HISTORIC FIRST PRESBYTERIAN CHURCH Presbyterian Church (USA)

The service of Christian marriage in the church is a worship service. It is one of the most sacred rites, which the Pastor performs under the ordination and the authority of the church. All wedding ceremonies performed in this church have the blessings of the church.

In order that you may have a sacred and dignified wedding, you are urged to make thorough preparations, spiritual as well as temporal. The Pastors, Wedding Coordinator, and Staff of Historic First Presbyterian Church wish to extend our assistance to you so that your wedding in our church will be a memorable experience.

Therefore, serious study and careful judgments have gone into the preparation of the church's wedding policies and regulations. They have been reviewed and have become the official policy and procedures for weddings held at Historic First Presbyterian Church. Please read the following material carefully.



PRE-WEDDING CONFERENCE

If the pastor from HFPC will be officiating at the wedding, a conference will be required with the bride and groom at least 60 days prior to the wedding. This conference is required in order that the Pastor can become better acquainted with the bride and groom and also to prepare the bride and groom for a Christian Marriage Ceremony. **Pre-marital counseling will be required if a pastor from HFPC performs the ceremony.**

GUEST PASTORS

Ordained clergy from other Presbyterian churches or another Christian denomination are welcome to perform the wedding ceremony at HFPC, upon approval of the HFPC pastor. The name of the pastor is to be provided to the Wedding Coordinator.

WEDDING COORDINATOR

HFPC requires that the wedding coordinator meet with the bride and groom to discuss the wedding guidelines of the church and the various accommodations available. The wedding coordinator has been appointed by HFPC to act in an official capacity in the name of the church and must be present for the rehearsal and wedding ceremony. The wedding coordinator will be available to answer all questions that the bride and groom may have concerning guidelines, fees, and accommodations, prior to the scheduled date.

ADORNMENTS FOR THE SANCTUARY

The basic adornments of the Sanctuary are to remain in place. (If there are any questions concerning the adornments, the bride and groom must discuss this with the wedding coordinator).

This subject is covered in full in the **“Instructions for the Florist.”**

Please note during the Advent/Christmas Season, decorations will be in place and cannot be taken down.

MUSIC

The purpose of the music in a wedding ceremony, like the ceremony itself, is to glorify God.

The services of the Historic First Presbyterian Church organist may be hired for the wedding ceremony. The organist's fees are noted in the "*FEES*" section of this manual. A guest organist or pianist is allowable, however, the guest organist must contact our Director of Music for approval. Once approved, the guest organist will be instructed on the use and care of the organ. Fees may still apply.

If the organist from HFPC is used, the bride and groom must contact the organist directly and arrange for their music selections with the organist. The organist at HFPC is very experienced in providing music for wedding services. Your suggestions will be welcomed. You may be assured that good choices will be made which will enhance the service and respect the guidelines of taste and theology.

If a soloist and/or guest musician(s) are to participate, please discuss this with the organist. It is the responsibility of the bride and groom to supply solo music to both the soloist/musician and the organist, unless other arrangements are made.

The soloist/guest musician fee should be arranged individually and paid directly to the soloist/guest musician.

A sound technician is provided by Historic First Presbyterian Church to ensure the best quality of sound available for your wedding. The sound technician is trained in the use of our sound system in our sanctuary and therefore no substitute sound technicians are allowed. The fee for our technician is included in this policy.

The sound technician can be available for the rehearsal if requested, however an additional charge will be incurred for this service.



THE REHEARSAL

The rehearsal shall begin promptly at the time scheduled. The bride and groom should insist that all members of the wedding party be prompt for the rehearsal. The following information will guide you as you prepare for your rehearsal.

- ❖ The Wedding Coordinator will be in charge of the rehearsal.
- ❖ Each rehearsal will last no longer than one hour.
- ❖ Parents and grandparents participating in the wedding should be present for the rehearsal.
- ❖ The ushers should be present for the rehearsal.
- ❖ Bridesmaids, the maid of honor, flower girls, ring bearer, groomsmen, should be present at the rehearsal.

When you arrive for the rehearsal, please be prepared to answer the following questions and furnish the following information:

- ❖ Who will seat grandparents, special relatives and mothers?
- ❖ How many family pews shall be reserved?
- ❖ Have a list of your attendants ready for the Wedding Coordinator in the order you want them to process and recess.

THE CEREMONY

If a pastor from HFPC is performing the ceremony, the traditional marriage ceremony format will be used. Any changes or additions must have the approval of the pastor. These details can be discussed prior to the wedding with the pastor directly.



INSTRUCTIONS FOR THE FLORIST

The wedding ceremony is a worship service; therefore, all aspects of the wedding should reflect the following.

The basic adornments of the sanctuary are to remain in place.

- ❖ Changes may not occur without the consent of the Wedding Coordinator. Decorations pertaining to the Church's observance of the liturgical year may not be moved or altered to accommodate weddings.
- ❖ Miniature lights are not allowed in the Sanctuary. Bows and floral arrangements may be attached to the ends of the pews only by tying them on with ribbon or attaching them with a floral hanger designed for pews.
- ❖ Clips, tape, thumb tacks, nails, wire, staples, pins, floral clay, spray adhesives, or screws are not to be used to attach decorations to furniture, walls, floor or any part of the church.
- ❖ Scented candles or aerosol sprays may not be used.

The florist should check with the Wedding Coordinator on the placement of candles. Candles are not permitted anywhere in the Narthex and the attendants may not hold or carry lighted candles.

- ❖ HFPC has 2 sets of candelabras for use during the ceremony. These must be requested well in advance of the wedding. The bride must supply candles for the candelabras.
- ❖ Candles should not be placed on the organ, piano, or anywhere where dripping may affect the carpet.
- ❖ All candles must be of the "drip less" variety. Candelabra on the chancel should be lit before any other candles.
- ❖ For safety considerations, no more than 2 candelabras will be allowed in the chancel area during the wedding ceremony.
- ❖ Silk petals are permitted and must be picked up after the service by an authorized person of the wedding party.
- ❖ Aisle Runners are not provided and are highly discouraged due to the risk of slippage and threat of guests tripping and falling.

The church will be open prior to the scheduled wedding time for the placement of flowers, candles, etc. at the discretion of the Wedding Coordinator. Decorations must be completed one hour before the ceremony. The florist needs to contact the Wedding Coordinator in advance to set time of delivery of flowers. The church reserves the right to refuse floral decorations, which are not in compliance with these policies.

If the bride wishes to leave flowers in the Sanctuary for worship services, the Wedding Coordinator should be notified prior to the wedding.

The bride and groom must furnish the unity candle and the two taper candles for the unity table. We have candleholders that can be used if requested.

The florist shall promptly remove all decorations immediately after the ceremony. The florist and wedding party shall leave the church in the same condition in which it was found. This, of course, does not include routine custodial cleanup, which the church will provide.

The florist assumes full responsibility for any damages to the church building and/or furnishings resulting from the florist's handling or placement of flowers, candles or other decorations.



INSTRUCTIONS FOR THE PHOTOGRAPHER/VIDEOGRAPHER

Since the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to show reverence for the ceremony. Friends and family members are also requested to show reverence by refraining from taking pictures during the ceremony.

The photographer may take pictures before or after the ceremony in any part of the building. He/She is permitted to take pictures in the Sanctuary; however, **NO FLASH PICTURES** shall be taken during the ceremony without the permission of the Pastor. The photographer may take time exposures from an approved location.

Pictures are permissible during the recessional. We have a balcony where the photographer may take pictures during the ceremony. The bridal party may re-assemble in the Sanctuary after the ceremony and repose any parts of the ceremony. Photos following the ceremony should not exceed 45 minutes as guests are waiting and the custodian will have to clean the Sanctuary for Sunday's Worship service.

Videotaping of the wedding is permissible. The Wedding Coordinator will show the videographer the location(s) in the Sanctuary where a video camera may be placed. Video equipment must be set up 30 minutes prior to the ceremony.

The video operator must wear appropriate clothing for worship.

The photographer is cautioned about marring furniture by standing on the pews or by placing camera equipment on the pews or furniture in the church. He/She will be held responsible for any damage so caused.



PERSONAL PROPERTY

Tuxedos, dresses, flowers, etc., delivered to the church prior to the wedding should be in the keeping of a member of the wedding party. Any items left in the bride's dressing room are the responsibility of the wedding party and should be removed immediately after the wedding.

The church does not accept responsibility for apparel items and accessories, the loss or theft of video equipment, cameras, gifts, or other items brought to the church by guests or the wedding party.

THINGS TO REMEMBER

- Read the wedding policy of Historic First Presbyterian Church thoroughly.*
- Schedule wedding date and time with the church office.*
- Set up appointment with the Wedding Coordinator after your date has been confirmed.*
- Set up an appointment with the Pastor for pre-marital conferences.*
- Call the organist to discuss the wedding music.*
- Provide florist and photographer with instructions.*
- Determine if candelabra and/or kneelers will be required and notify the Wedding Coordinator.*
- Pay deposit on the wedding, as the date will not be held without a deposit.*
- Make final payment 30 days prior to wedding.*

MAKING THE RESERVATION

A reservation will be confirmed only when:

- ❖ The Pastor or an approved minister from another denomination has agreed to officiate.
- ❖ The calendar is clear for the use of the sanctuary or the chapel.
- ❖ A deposit of \$500.00 has been received.

The date should not be announced until the Wedding Coordinator has confirmed the reservation.

The exact hour of the rehearsal and wedding must be scheduled at the time the sanctuary is reserved.

Unless the bride or groom is a member of Historic First Presbyterian Church for at least six months prior to the wedding, the wedding is regarded as a *Non-Member Wedding*.

Weddings may not be scheduled during Holy Week or on a Sunday. Also, because of difficulties in securing adequate help, we do not schedule rehearsals, weddings, or wedding receptions on the following days:

***New Year's Day
Memorial Day
Independence Day***

***Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day***

If these days fall adjacent to weekends, we will not schedule a wedding for the holiday weekend.

Evening weddings should be scheduled to begin no later than 6 p.m. and morning weddings no earlier than 11:00 a.m. The rehearsal should be scheduled as close to 5:00 p.m. on the day preceding the wedding ceremony except when more than one rehearsal is scheduled on a given date. When this is the case, rehearsals are scheduled at the time set by the Wedding Coordinator.

If more than one wedding is scheduled for the same day, the weddings must be scheduled at least six hours apart, allowing adequate time for each wedding.

HFPC defines a formal wedding as follows:

- ❖ Requires a rehearsal
- ❖ Has more than one (1) attendant
- ❖ Has a florist, photographer and/or videographer
- ❖ Expects more than fifteen guests
- ❖ Requires use of HFPC wedding staff

Fees for a formal wedding are listed on the following pages.

HFPC defines an informal wedding as follows:

- ❖ Requires no rehearsal
- ❖ Has only one attendant each
- ❖ No music used in the service
- ❖ Floral decorations, if any, are kept to hand held flowers only.
- ❖ The bride and groom and possibly one attendant each, walk into the Sanctuary and stand before the Pastor or Associate for the wedding ceremony.
- ❖ Weddings guests are limited to family and a few close friends, not to exceed twenty.
- ❖ The Pastor is responsible for all arrangements regarding facilities. There is no Wedding Coordinator involved.

A donation of at least \$200.00 is recommended, as some custodial duties and utilities are required.

FEES

The church cannot accept responsibility for seating more people in each of the rooms than is indicated below:

Sanctuary (includes balcony).....	1000
Norton Chapel	150

The deposit and fees for weddings are as follows:

MEMBER WEDDING

(Couple has been members of HFPC for at least 6 months prior to the wedding)

Sanctuary use.....	N/C
Norton Chapel.....	N/C
Custodian (for Wedding and Rehearsal).....	\$ 125.00
Organist (for Wedding and Rehearsal).....	\$ 175.00
Sound Technician.....	\$ 100.00
Chime.....	**\$ 50.00
Wedding Coordinator.....	\$ 200.00
Security (3 hr. min. for an evening wedding).....	\$ 90.00
Pastor Honorarium	<i>Discretionary</i>

<i>If a wedding is cancelled 30 days prior to the date reserved, a cancellation fee of \$200. will be retained by HFPC.</i>
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NON-MEMBERS

(For members of less than six months at the time of the wedding)

Sanctuary Use	\$ 1,000.00
Norton Chapel.....	\$ 350.00
Custodian for wedding and rehearsal.....	\$ 125.00
Organist (\$150.00 wedding; \$25.00 rehearsal) **	\$ 175.00
Sound Technician.....	\$ 100.00
Chimes.....	**\$ 50.00
Security (3 hr. minimum for evening weddings).....	\$ 90.00
Wedding Coordinator.....	\$ 300.00
Pastor Honorarium (if using HFPC Pastor).....	\$ 150.00

** Optional

Payment of all fees for the use of the church facilities, (including a signed acceptance of church policy by the bride and groom) are required at the time a date is confirmed. The bride and groom will be held financially responsible for any damages to the church buildings, grounds, or furniture/adornments to the full extent of replacement costs. Alcoholic beverages are prohibited on premises before, during or after the event. Smoking is prohibited inside the church buildings.

CONTACTS

Historic First Presbyterian Church office

Phone: 602-254-6356

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Mary Griesedieck, Wedding Coordinator

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We trust that your wedding experience at Historic First Presbyterian Church will be a pleasant and memorable one. We are committed to providing you quality service and an environment that will enhance your wedding day.



1 CORINTHIANS 13:4-8a, 13 9 (NRSV)

Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things. And now faith, hope, and love abide, these three; and the greatest of these is love.